Commonwealth of Kentucky

Withholding Return and Payment System (WRAPS)

DOR User Guide

1

Overview

The Withholding Return and Payment System provides the taxpayers of the Commonwealth, the ability to file their Withholding K-1 and K-3 returns online. Taxpayers will be able to file returns, view previously online filed returns, amend returns, request refunds and credit forwards as well as the ability to access the Enterprise Electronic Payment System for paying Withholding Tax Due.

This User Manual is being provided as a guide to working with the system and can be used as a quick reference guide for frequently asked questions.

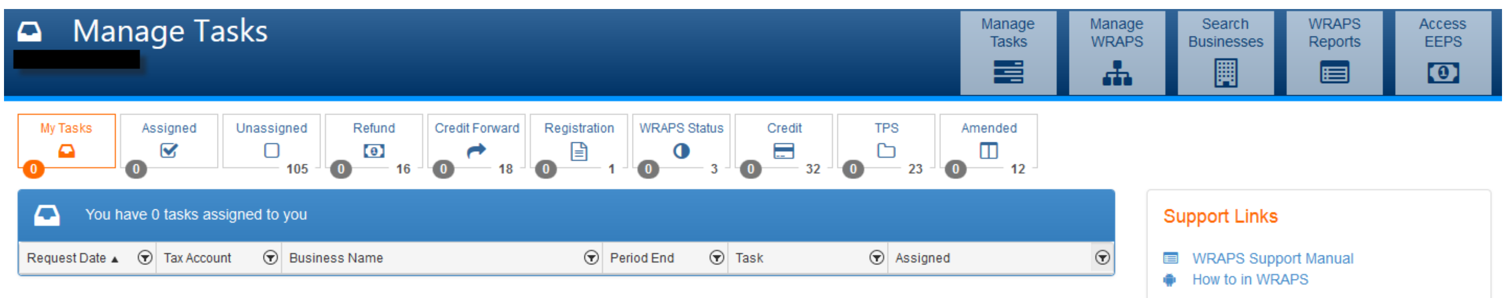
Please review the table of contents for quick access to necessary information.

2

Manage Tasks

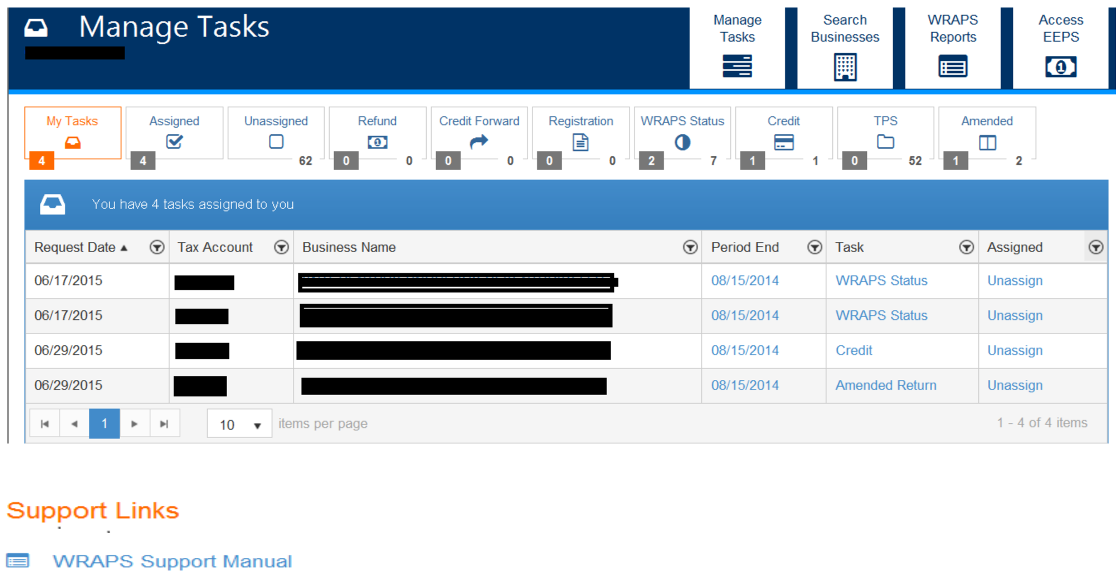
Tasks in WRAPS

To access Tasks in WRAPS, go to the WRAPS Intranet site (DOR.WRAPS.KY.GOV) and click on the “Manage Tasks” tile.



My Tasks

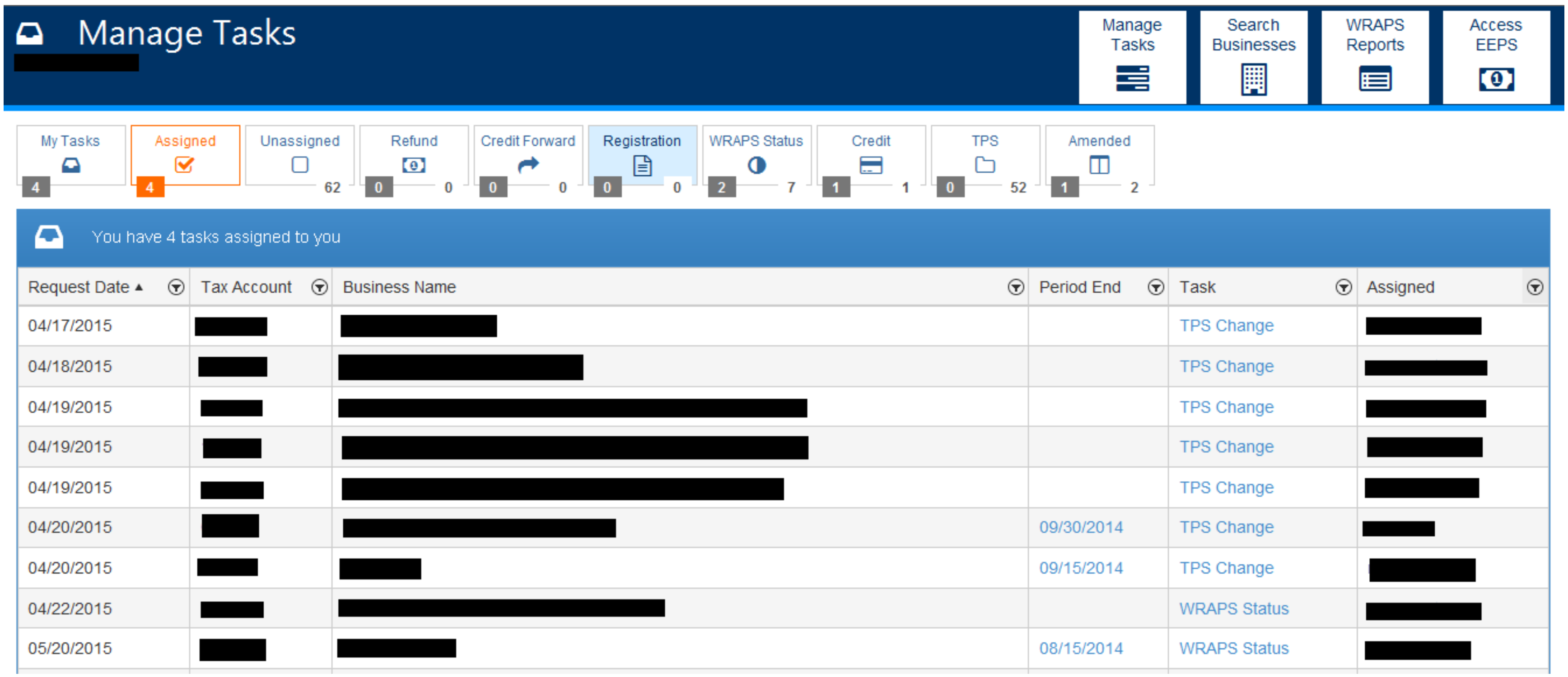
To view all tasks that the user currently has assigned to them, they will need to click the “My Tasks” tab from the Tasks menu.



Note: The numbers displayed on the task tab indicate the number of tasks assigned to the user (left) and the total number of tasks unassigned/available (right).

Assigned

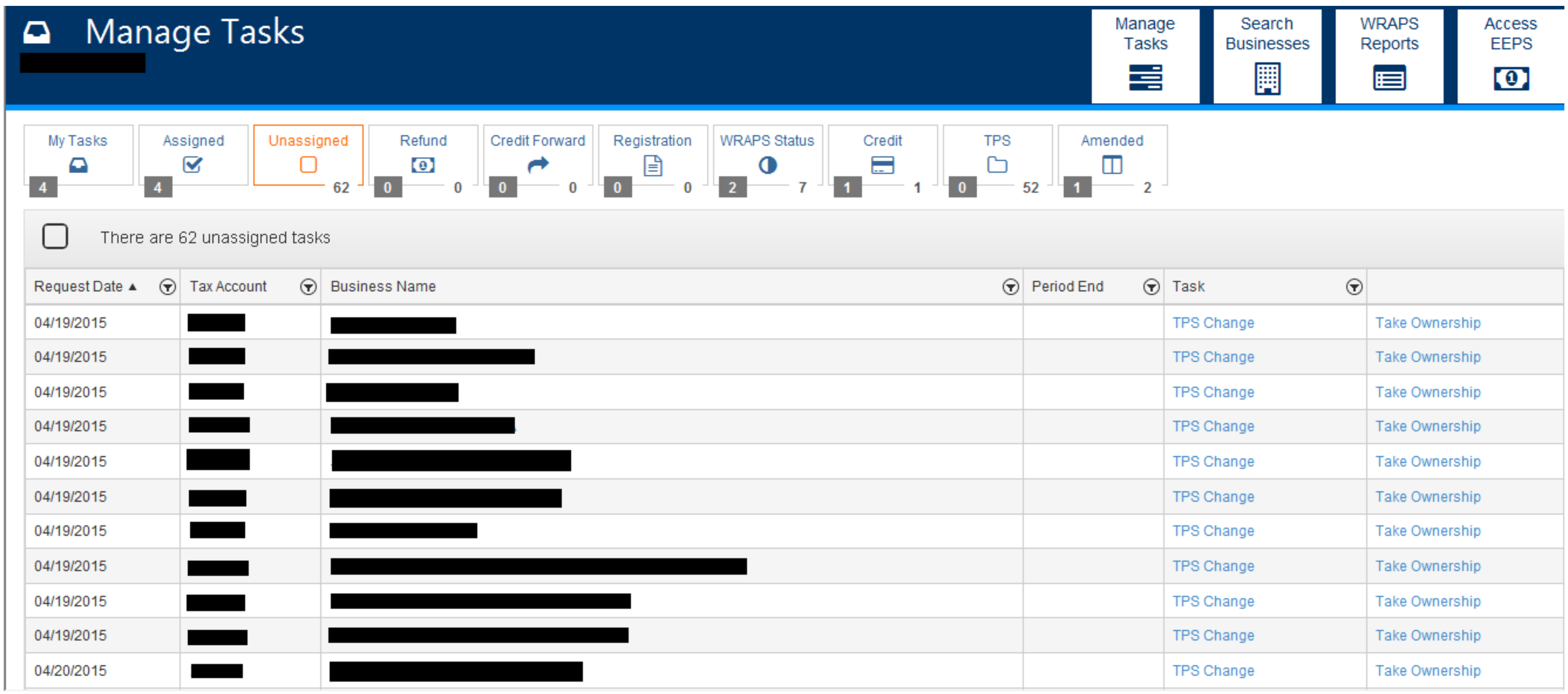
To view all tasks that are currently assigned to other users, the user will need to click the “Assigned” tab from the Tasks menu.



Request Date ▲	Tax Account	Business Name	Period End	Task	Assigned
04/17/2015	[redacted]	[redacted]		TPS Change	[redacted]
04/18/2015	[redacted]	[redacted]		TPS Change	[redacted]
04/19/2015	[redacted]	[redacted]		TPS Change	[redacted]
04/19/2015	[redacted]	[redacted]		TPS Change	[redacted]
04/19/2015	[redacted]	[redacted]		TPS Change	[redacted]
04/20/2015	[redacted]	[redacted]	09/30/2014	TPS Change	[redacted]
04/20/2015	[redacted]	[redacted]	09/15/2014	TPS Change	[redacted]
04/22/2015	[redacted]	[redacted]		WRAPS Status	[redacted]
05/20/2015	[redacted]	[redacted]	08/15/2014	WRAPS Status	[redacted]

Unassigned

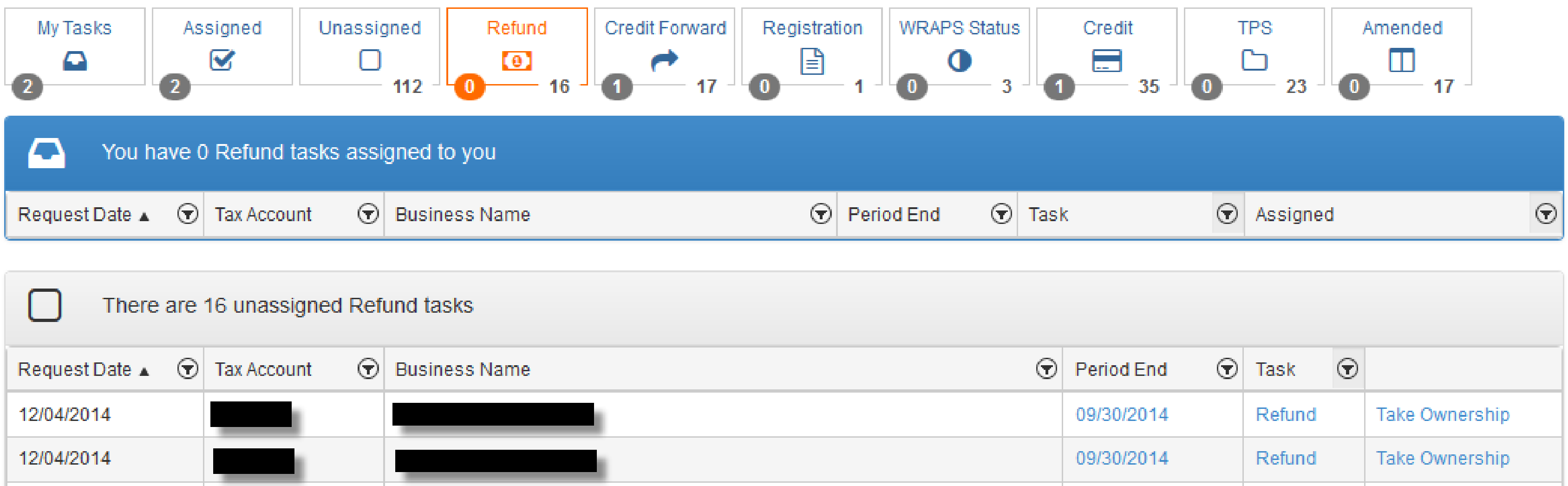
To view all tasks that are currently not assigned to any user, the user will need to click the “Unassigned” tab from the Tasks menu.



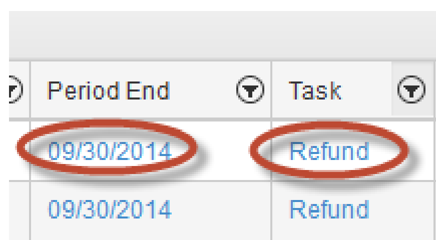
Request Date ▲	Tax Account	Business Name	Period End	Task	
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/19/2015	[redacted]	[redacted]		TPS Change	Take Ownership
04/20/2015	[redacted]	[redacted]		TPS Change	Take Ownership

Refund

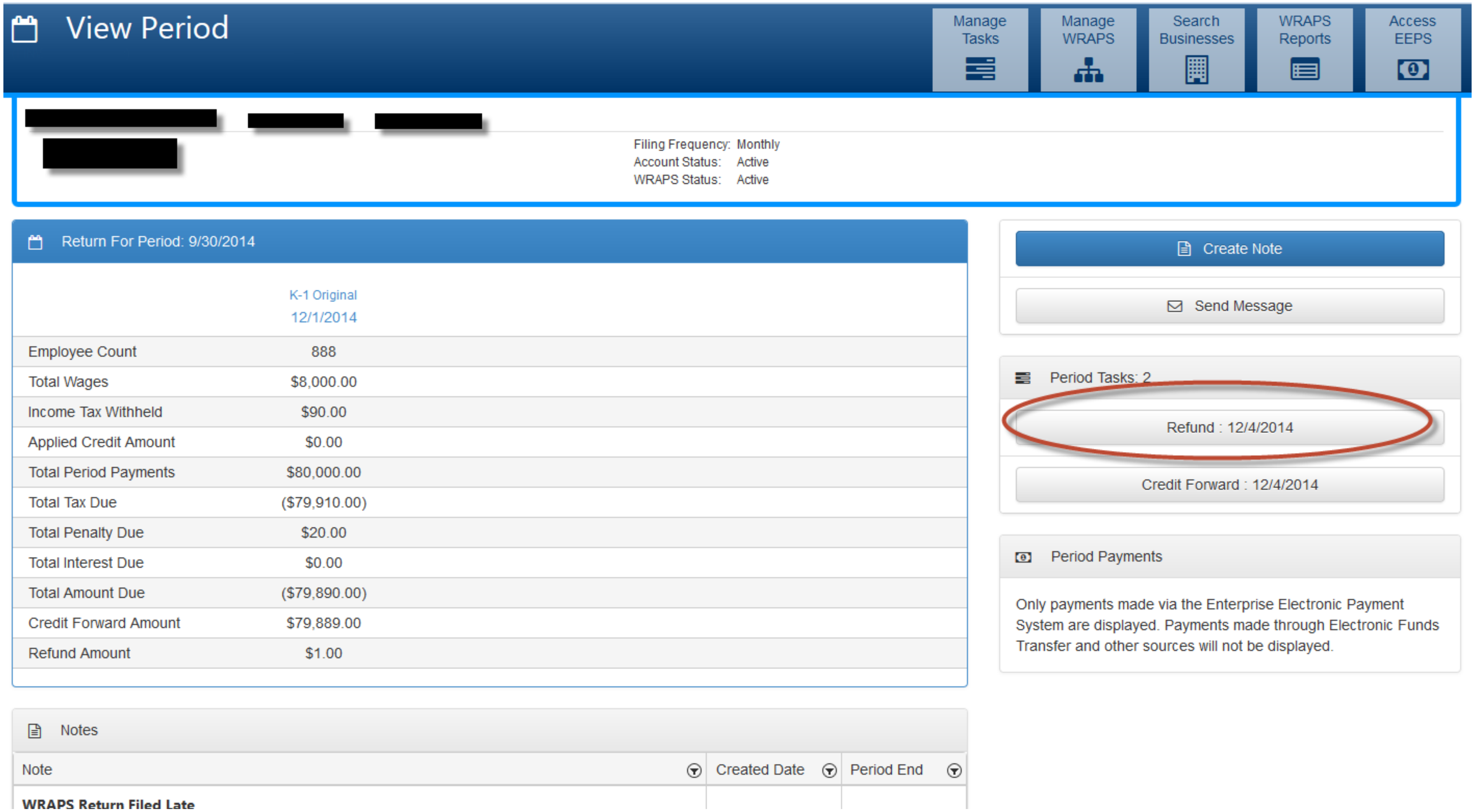
To view the refund tasks assigned to the user and not assigned to any user, the user will need to click the "Refund" tab from the Tasks menu.



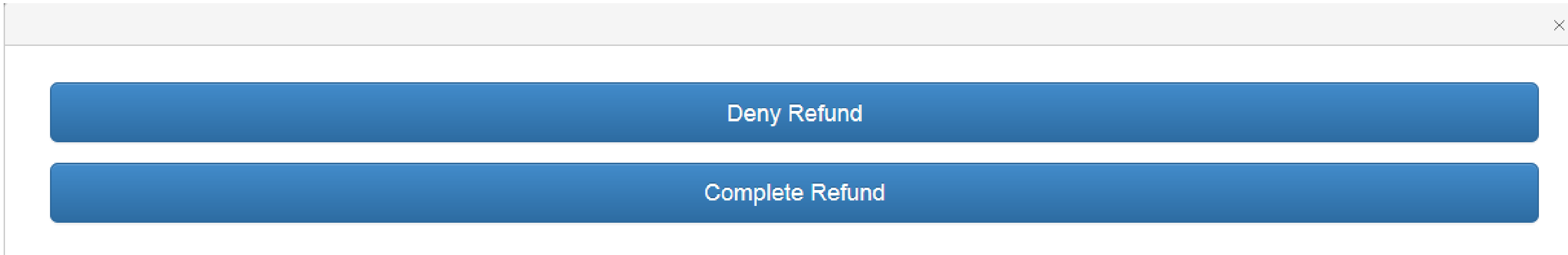
To work the task, the user will need to take ownership and click on the Period End date link or the Task link.



Clicking on the Period End date link or the Task link will take the user to the period screen, where the task can be worked.



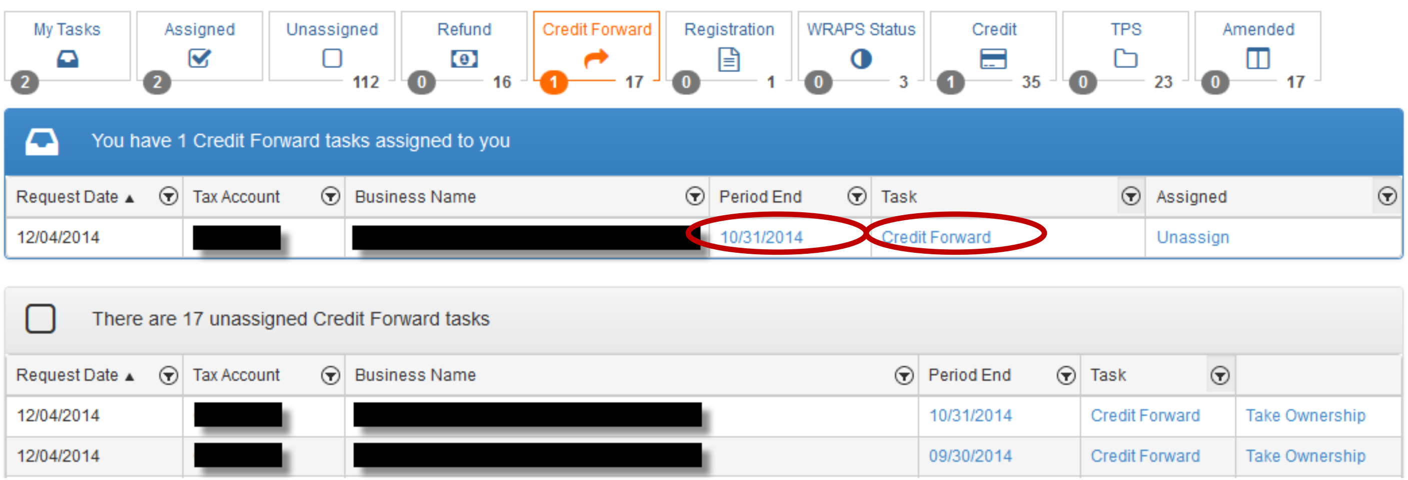
The user will then need to click the Refund button and choose to “Deny” or “Complete” the refund.



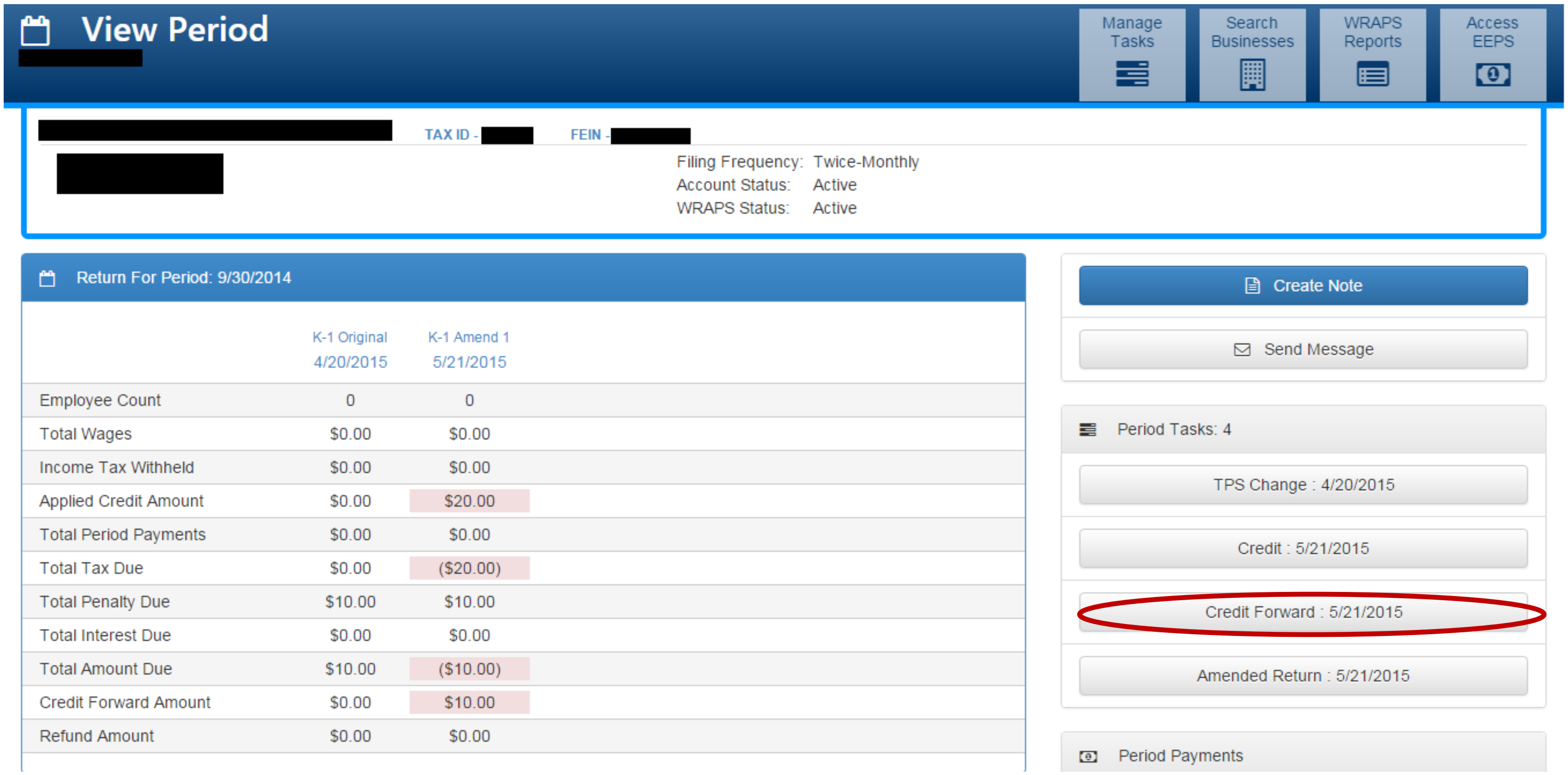
Credit Forward

To view the credit forward tasks assigned to the user and not assigned to any user, the user will need to click the “Credit Forward” tab from the Tasks menu.

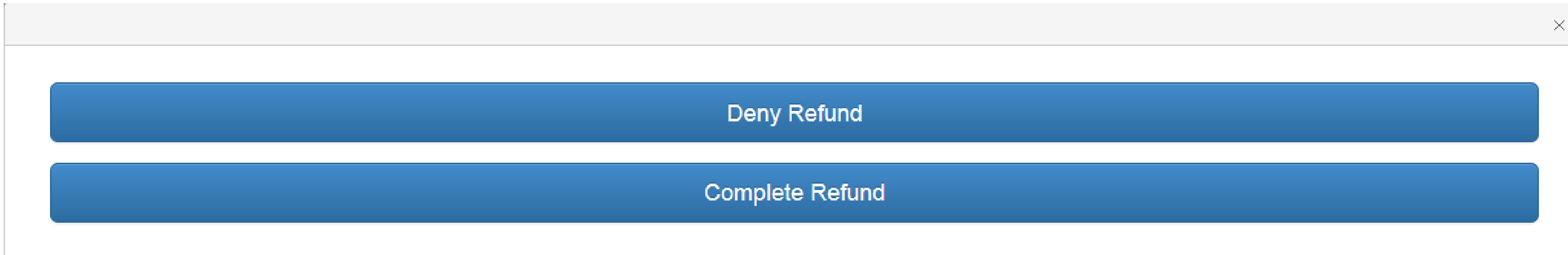
To work the task, the user will need to take ownership and click on the Period End date link or the Task link.



Clicking on the Period End date link or the Task link will take the user to the period screen, where the task can be worked.

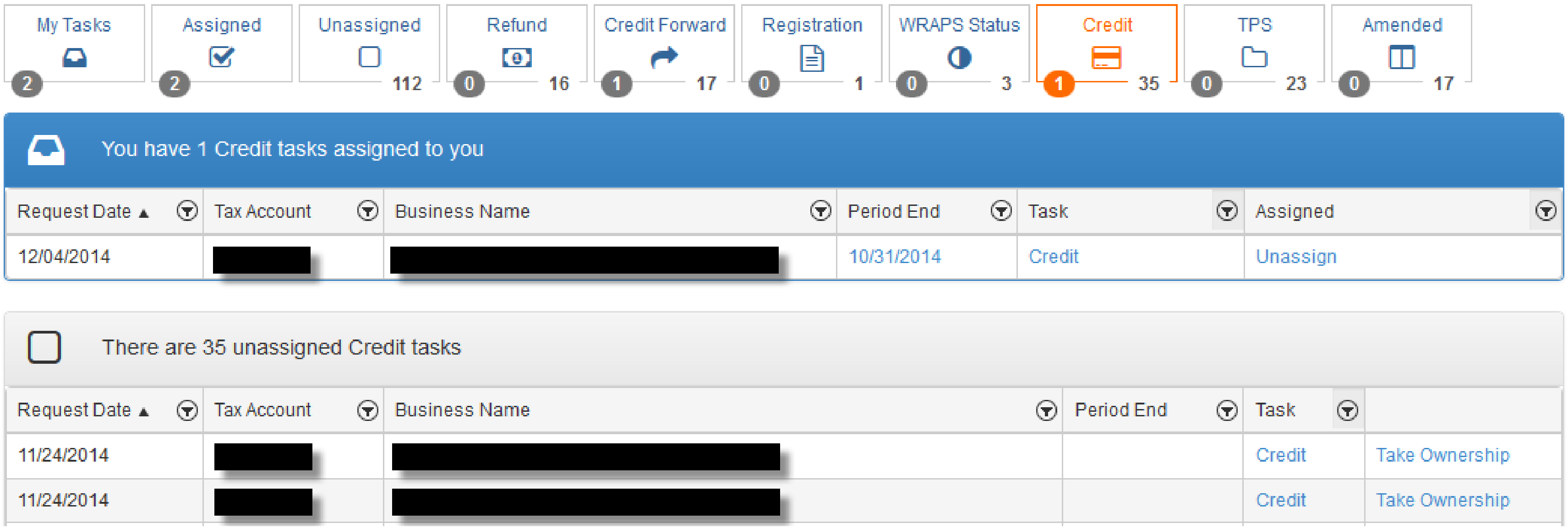


The user will then need to click the Credit Forward button and choose to “Deny” or “Complete” the credit forward.

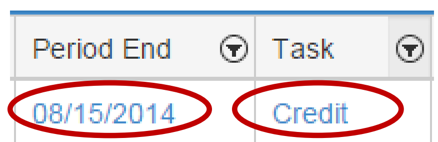


Credit

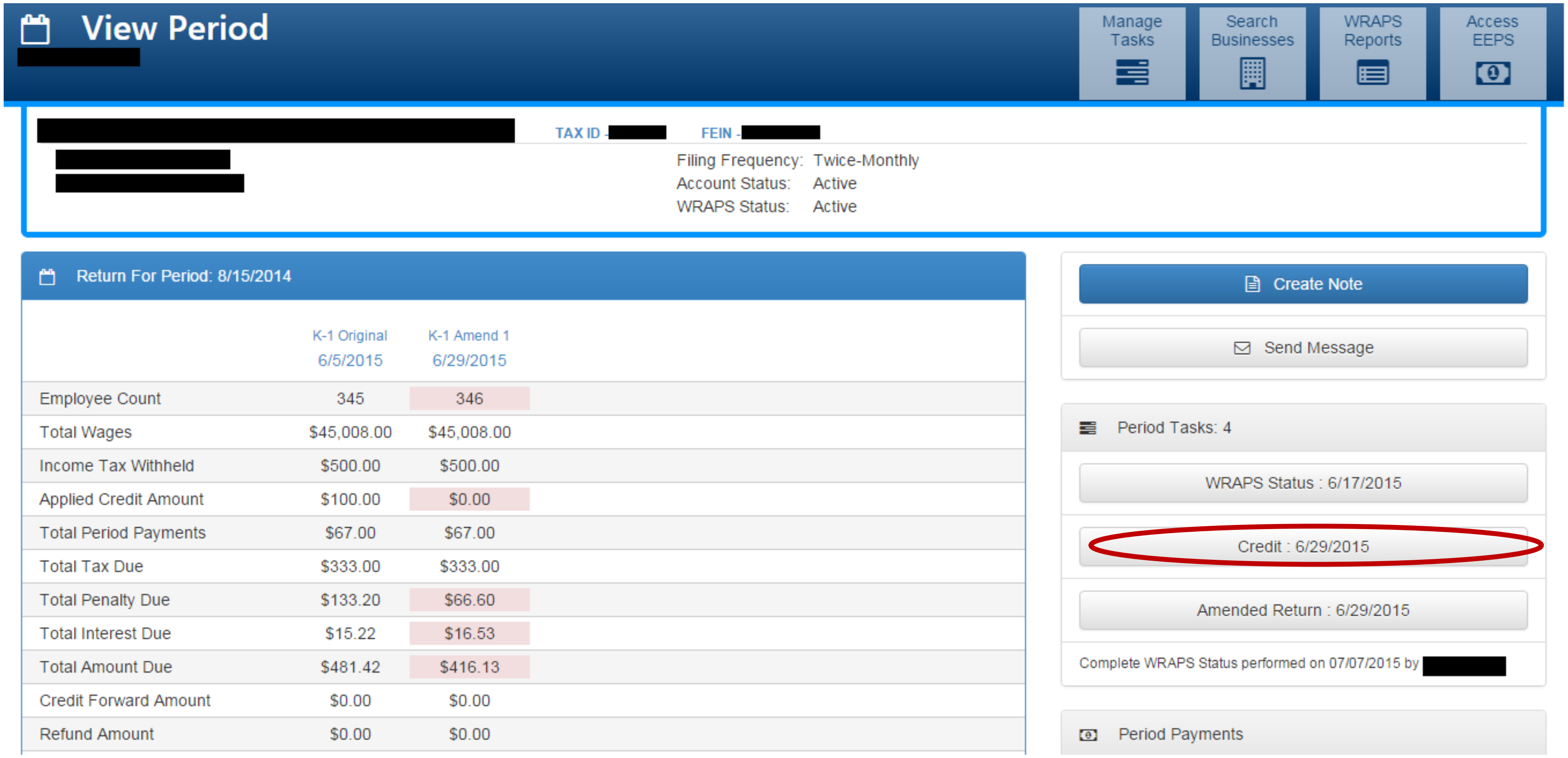
To view the credit tasks assigned to the user and not assigned to any user, the user will need to click the “Credit” tab from the Tasks menu.



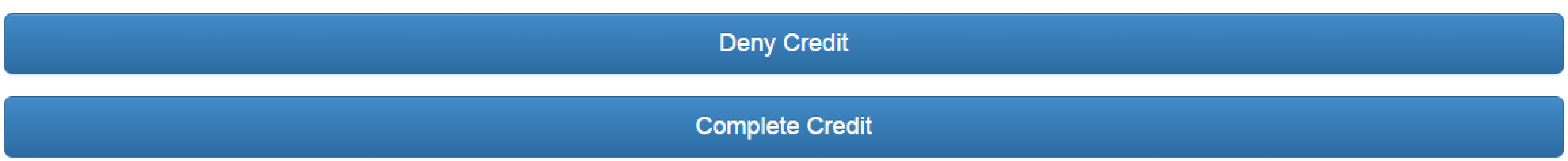
To work the task, the user will need to take ownership and click on the Period End date link or the Task link.



Clicking on the Period End date link or the Task link will take the user to the period screen, where the task can be worked

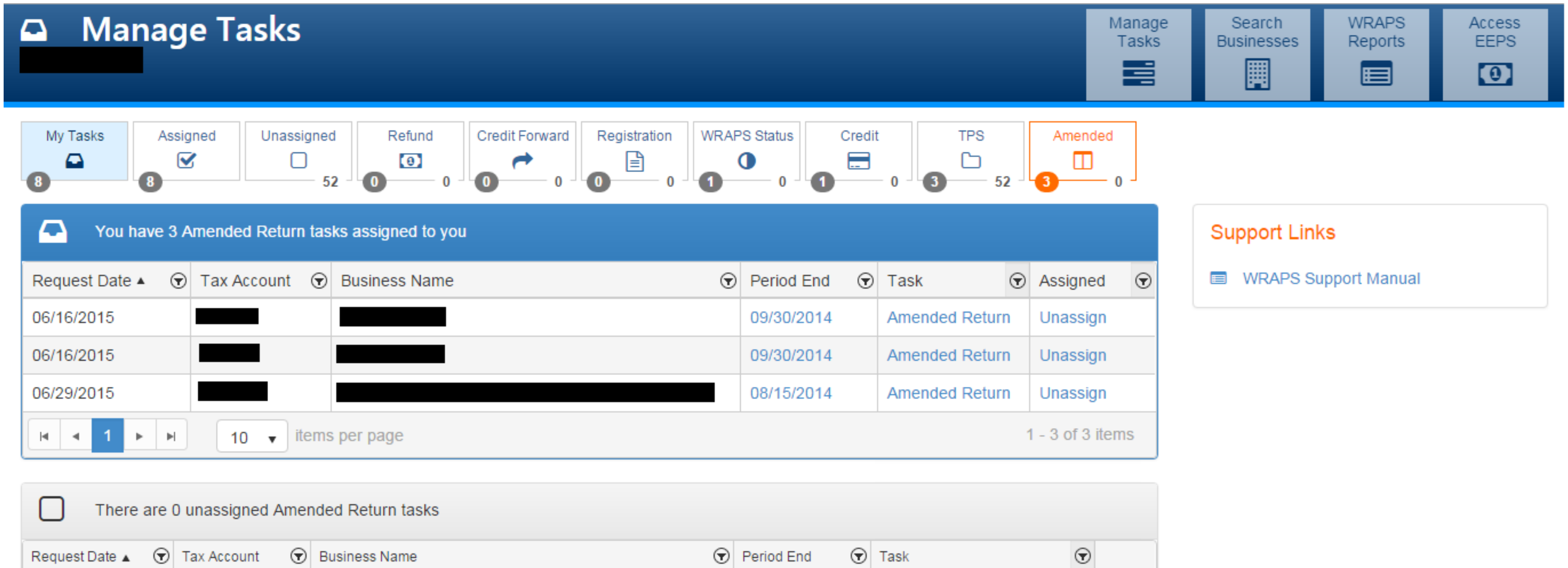


The user will then need to click the Credit button and choose to "Deny" or "Complete" the credit.



Amended

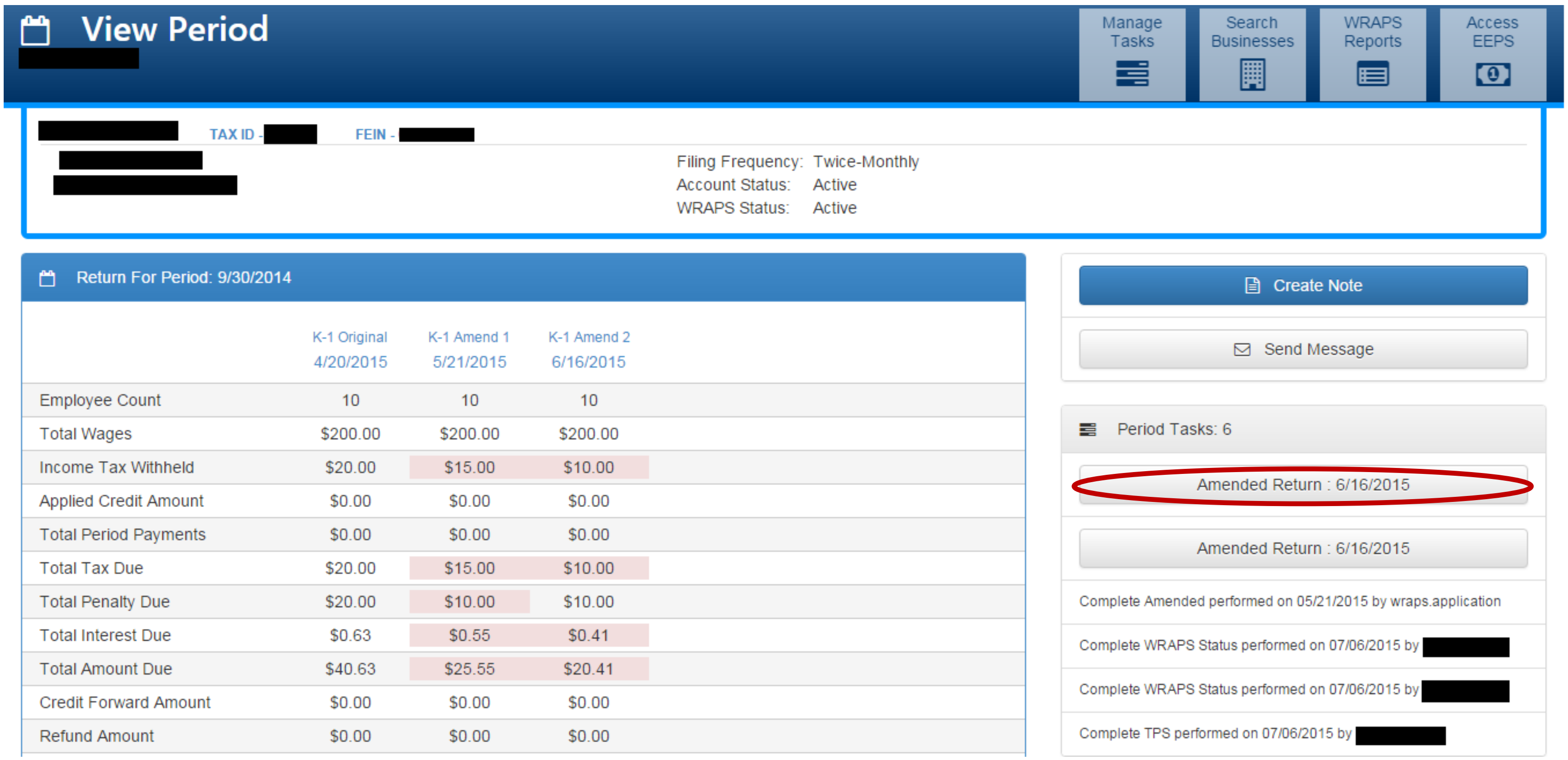
To view the amended tasks assigned to the user and not assigned to any user, the user will need to click the “Amended” tab from the Tasks Menu.



To work the task, the user will need to take ownership and click on the Period End date link or the Task link.

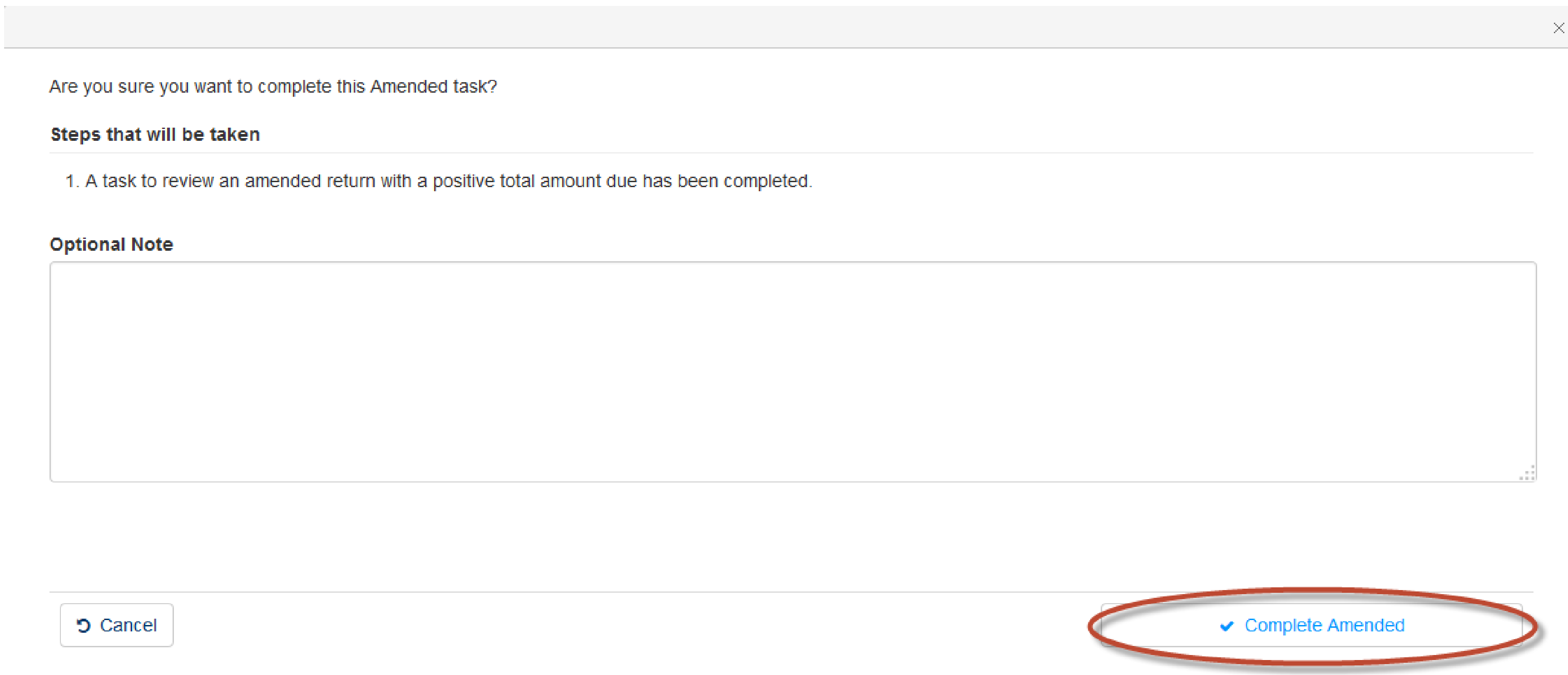
Period End	Task
09/30/2014	Amended Return
09/30/2014	Amended Return
08/15/2014	Amended Return

Clicking on the Period End date link or the Task link will take the user to the period screen, where the task can be worked.



	K-1 Original 4/20/2015	K-1 Amend 1 5/21/2015	K-1 Amend 2 6/16/2015
Employee Count	10	10	10
Total Wages	$200.00	$200.00	$200.00
Income Tax Withheld	$20.00	$15.00	$10.00
Applied Credit Amount	$0.00	$0.00	$0.00
Total Period Payments	$0.00	$0.00	$0.00
Total Tax Due	$20.00	$15.00	$10.00
Total Penalty Due	$20.00	$10.00	$10.00
Total Interest Due	$0.63	$0.55	$0.41
Total Amount Due	$40.63	$25.55	$20.41
Credit Forward Amount	$0.00	$0.00	$0.00
Refund Amount	$0.00	$0.00	$0.00

The user will then need to click the Amend Return button and choose to "Complete Amended".

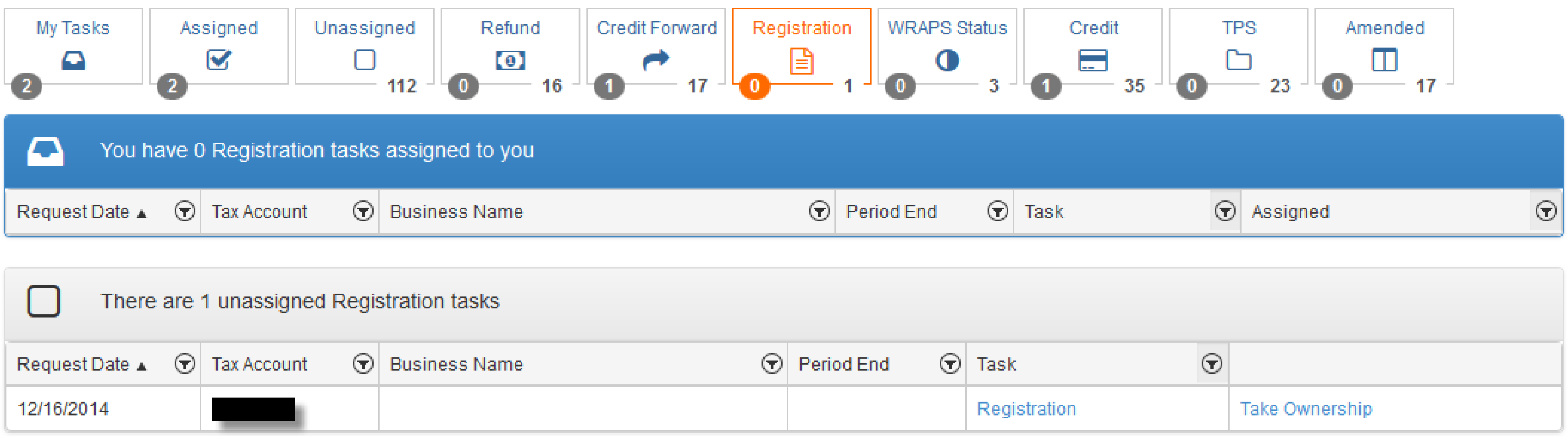


Registration

To view the registration tasks assigned to the user and not assigned to any user, the user will need to click the “Registration” tab from the Tasks menu.

Note

The registration tasks will not have a Business Name associated with it as the user was unable to provide the correct Business Name.



To work the task, the user will need to take ownership and click on the Task link.

Period End	Task
	Registration

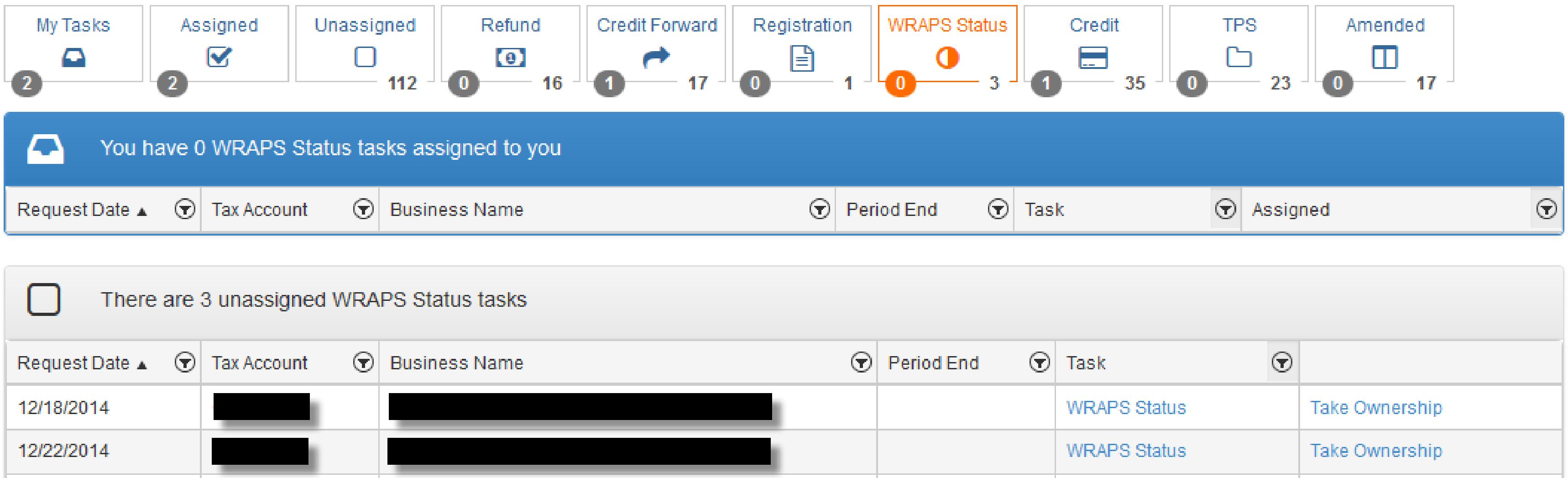
The user will then have the ability to view the Tax Account Number and Business Name and/or FEIN entered by the user attempting to register the business as well as all matches to the Tax Account Number and FEIN. The user will select the business to be registered or deny the registration.

Tax Account	Business Name	FEIN
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]

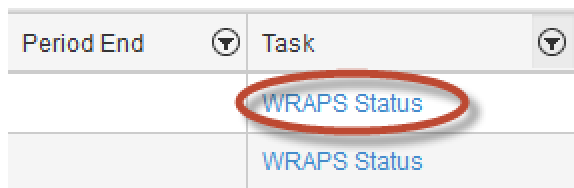
Deny Registration

WRAPS Status

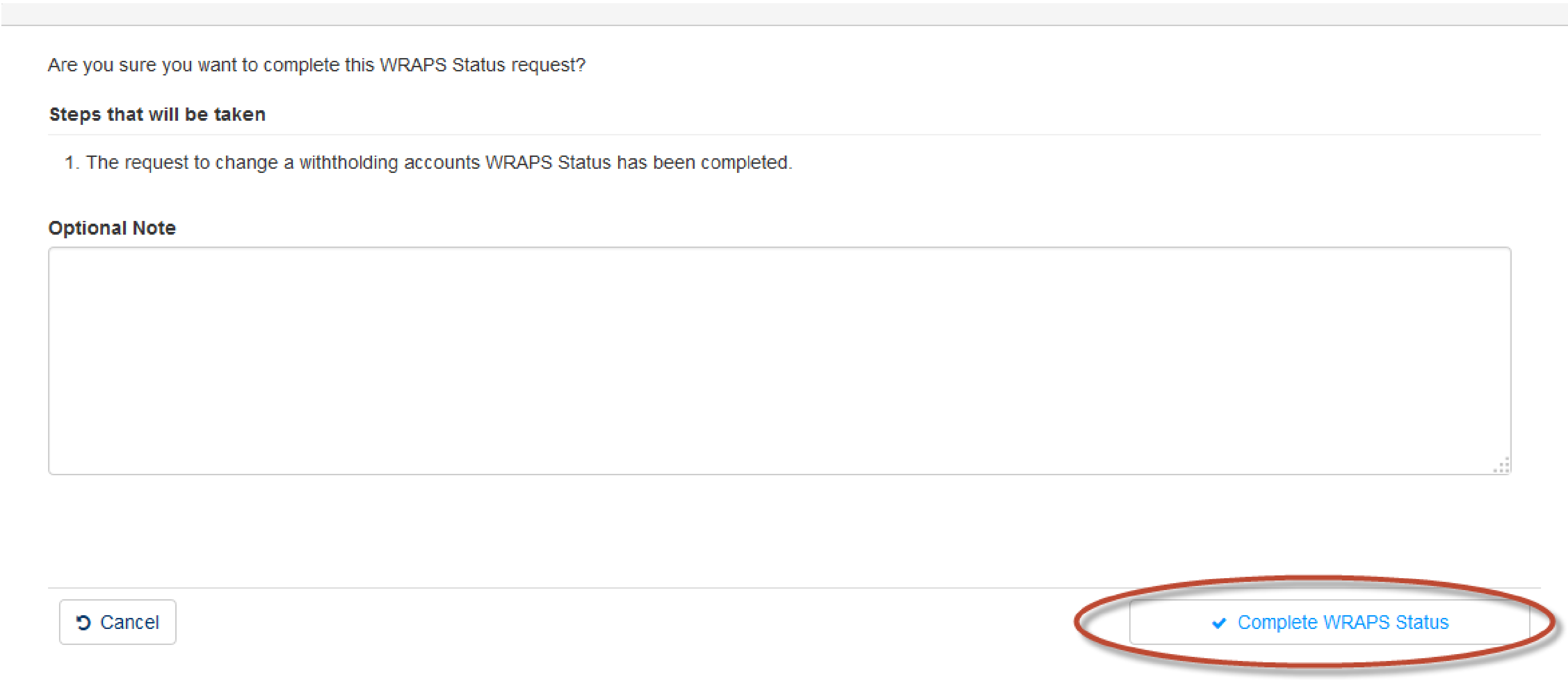
To view the WRAPS status tasks assigned to the user and not assigned to any user, the user will need to click the “WRAPS Status” tab from the Tasks menu.



To work the task, the user will need to take ownership and click on the Task link.

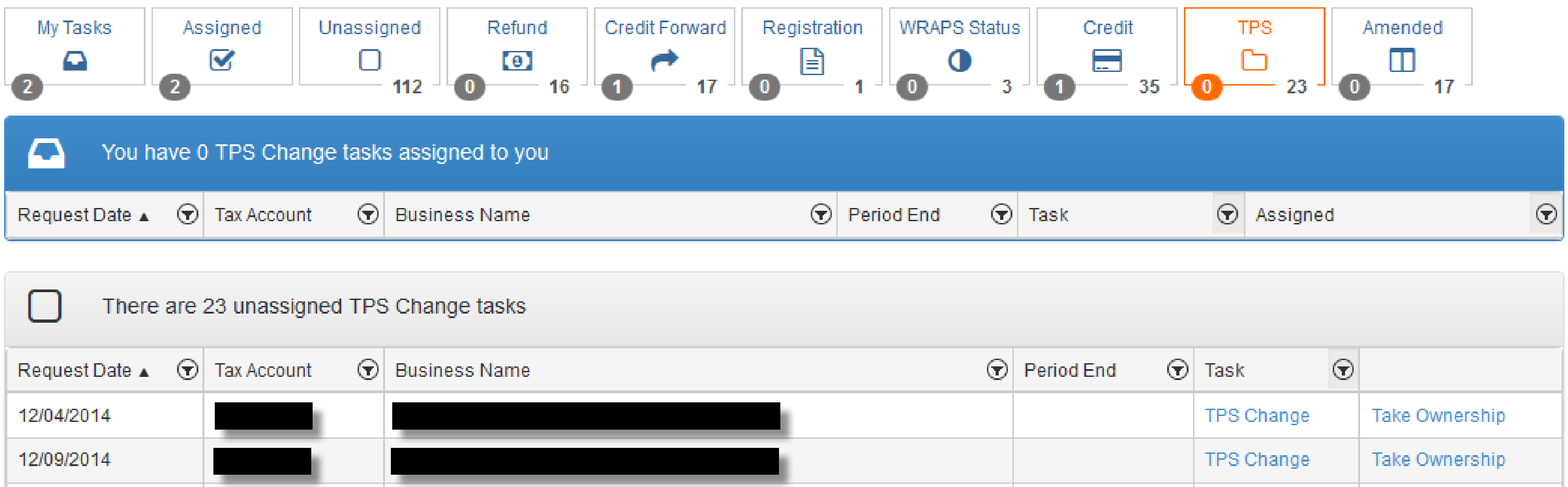


To complete the task, the user will need to click “Complete WRAPS Status.”

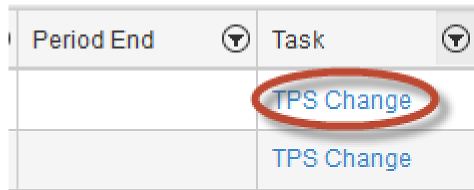


TPS

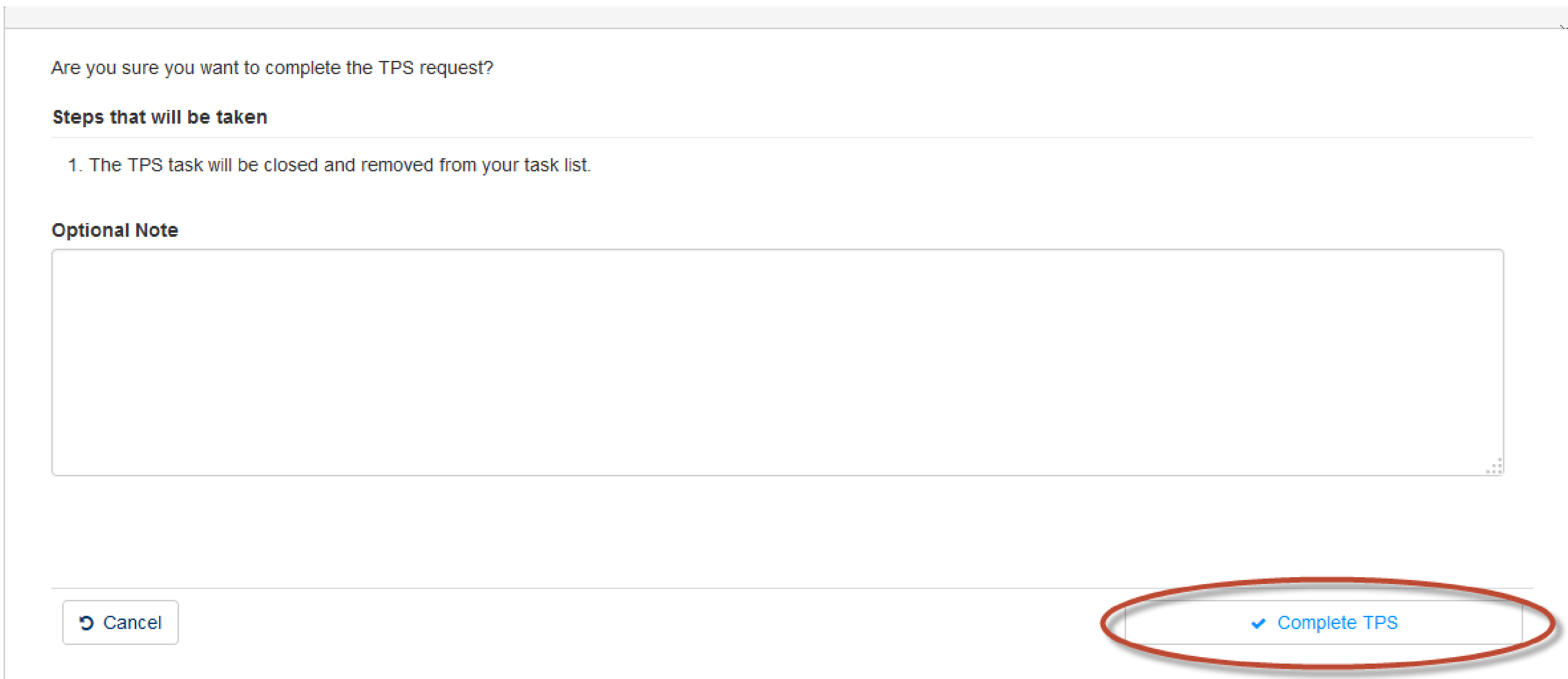
To view the TPS tasks assigned to the user and not assigned to any user, the user will need to click the “TPS” tab from the Tasks menu.



To work the task, the user will need to take ownership and click on the Task link.



After the user has removed the Business from TPS and EFT, click "Complete TPS."



Task Actions

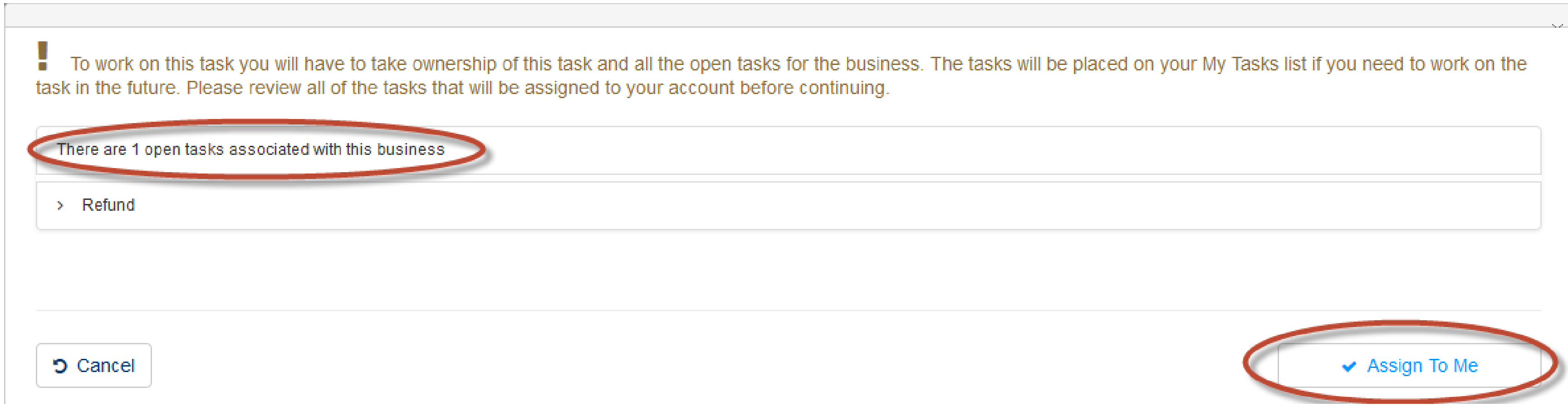
Take Ownership

To take ownership of any task, go to an unassigned section under any tab (except for “My Tasks” or “Assigned Tasks” tabs. The unassigned section will have a light gray header. Then click “Take Ownership.”

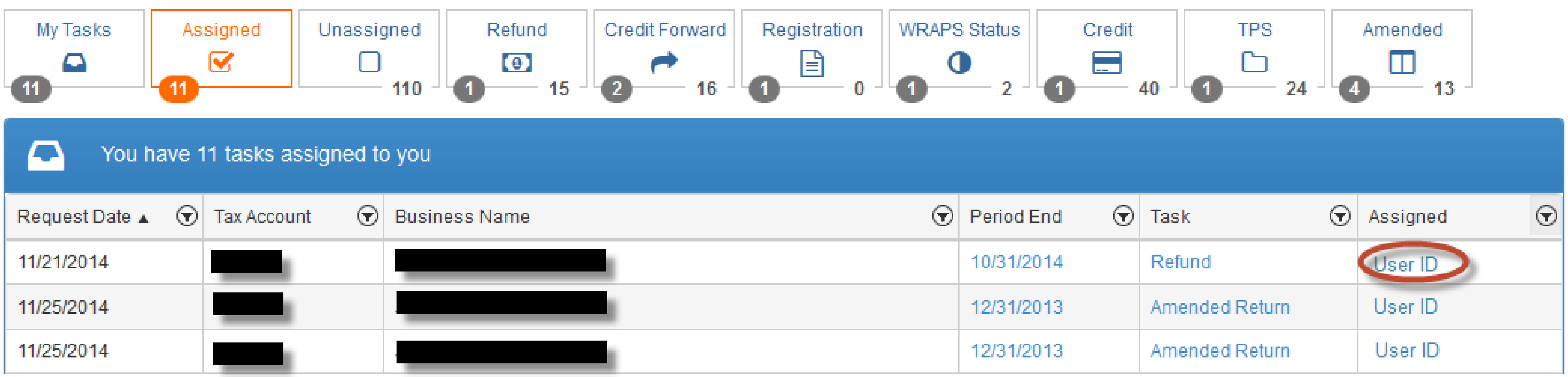
There are 15 unassigned Refund tasks

Request Date ▲	Tax Account	Business Name	Period End	Task	
12/04/2014	[redacted]	[redacted]	09/30/2014	Refund	Take Ownership
12/04/2014	[redacted]	[redacted]	09/30/2014	Refund	Take Ownership
12/04/2014	[redacted]	[redacted]	11/15/2014	Refund	Take Ownership
12/04/2014	[redacted]	[redacted]	10/31/2014	Refund	Take Ownership

Next, the user will be presented with all tasks associated with the Business. To take ownership, the user will need to click, “Assign To me.”

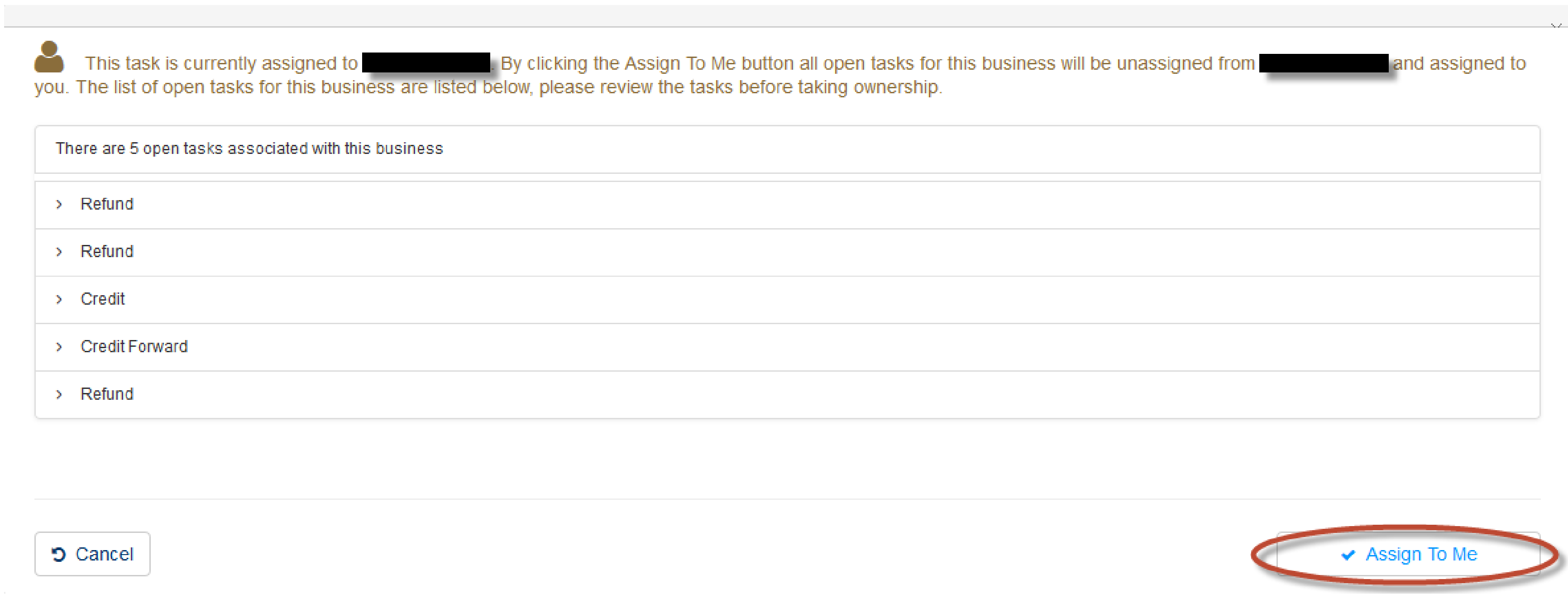


To take ownership of a task another user is working; the user will need to click the User ID link under the assigned column in the Assigned Task tab.



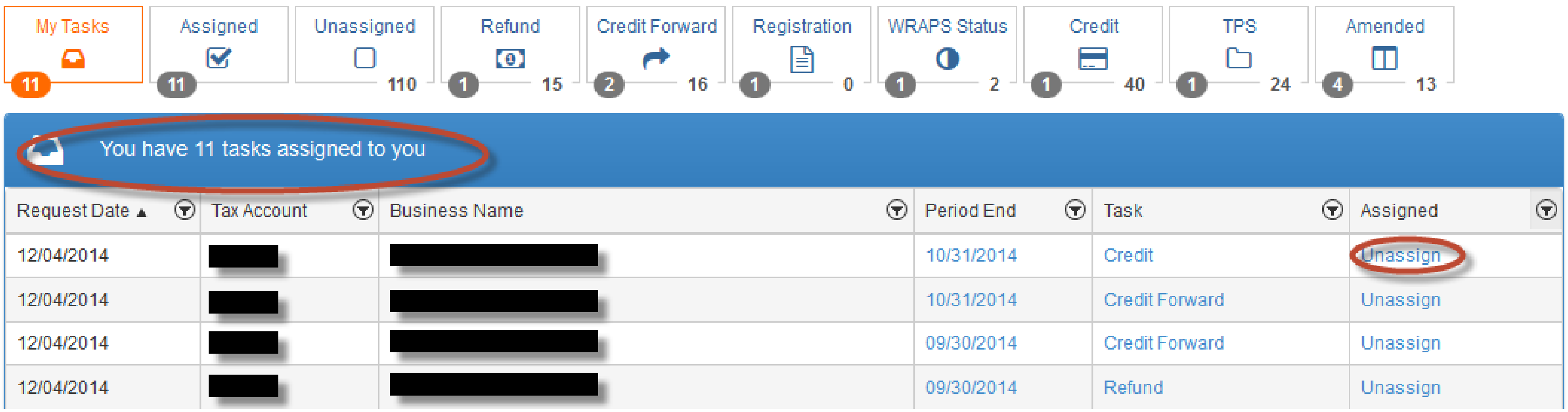
Request Date	Tax Account	Business Name	Period End	Task	Assigned
11/21/2014	[redacted]	[redacted]	10/31/2014	Refund	User ID
11/25/2014	[redacted]	[redacted]	12/31/2013	Amended Return	User ID
11/25/2014	[redacted]	[redacted]	12/31/2013	Amended Return	User ID

The user will then be presented with a confirmation screen which will display all tasks the user will be assigned if they choose to continue. To be assigned the task, the user will need to click, “Assign To Me.”

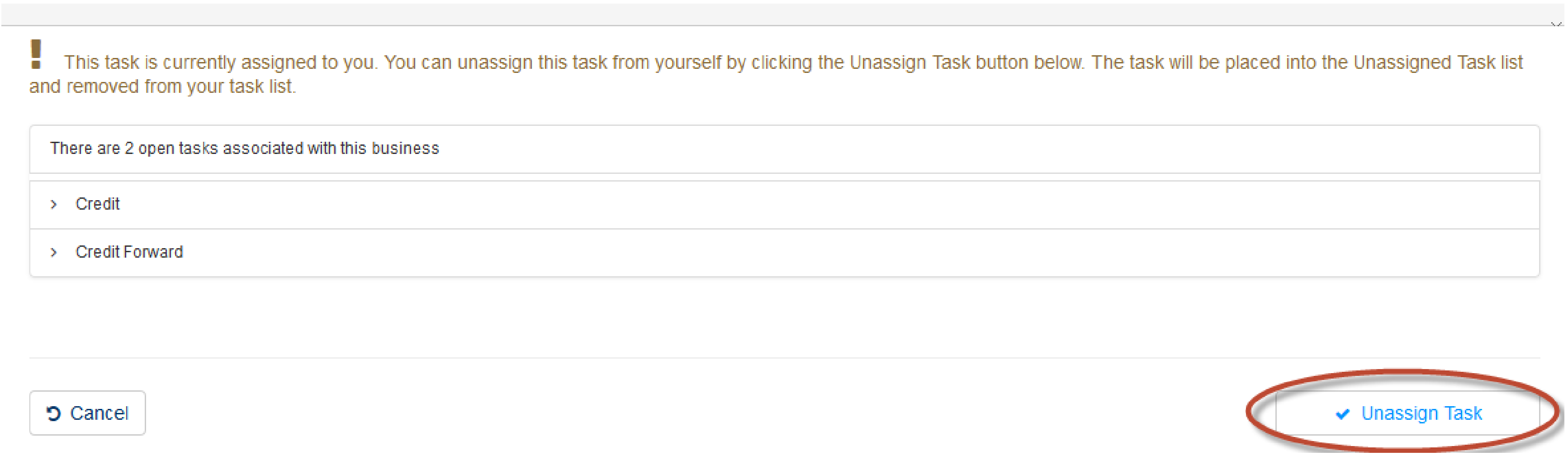


Unassign Task

In order for a user to unassign or remove their own task from their queue, the user will need to go to their assigned task tab or section under any tab. The “my task” section will be in blue. The user will then need to click the “Unassign” link.



The user will then be presented with all tasks associated with the Business and will need to click "Unassign Task."



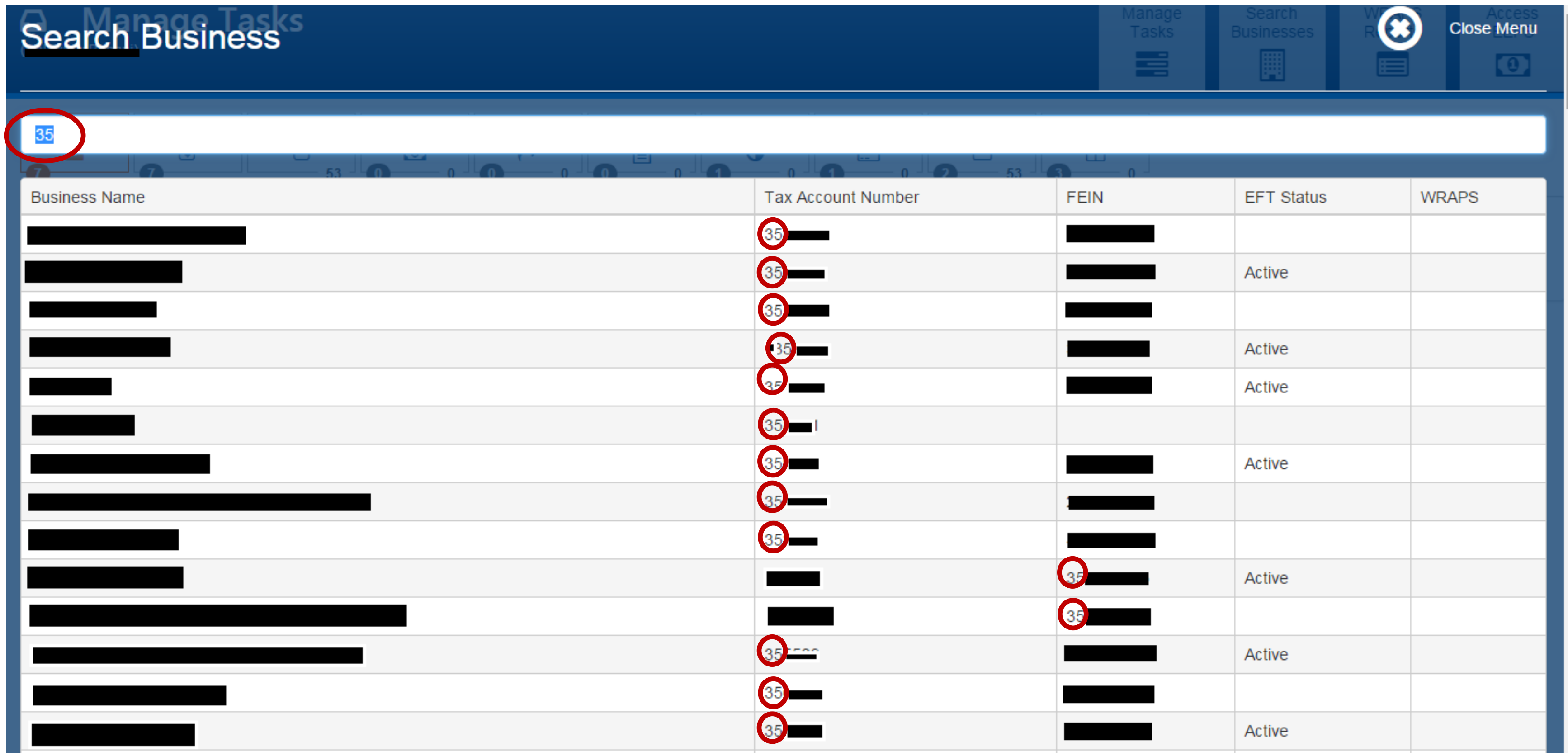
3

Search Businesses

Search Functionality in WRAPS

To search for a Business registered for Withholding Tax, the user will need to click the “Search Businesses” tab:

The user will then need to enter a Withholding Tax Account Number, Business Name or FEIN the DOR User should use the tab key or use their cursor to click in the blue portion of the screen to view the search results. The search results returned will be for all matches to the information entered.



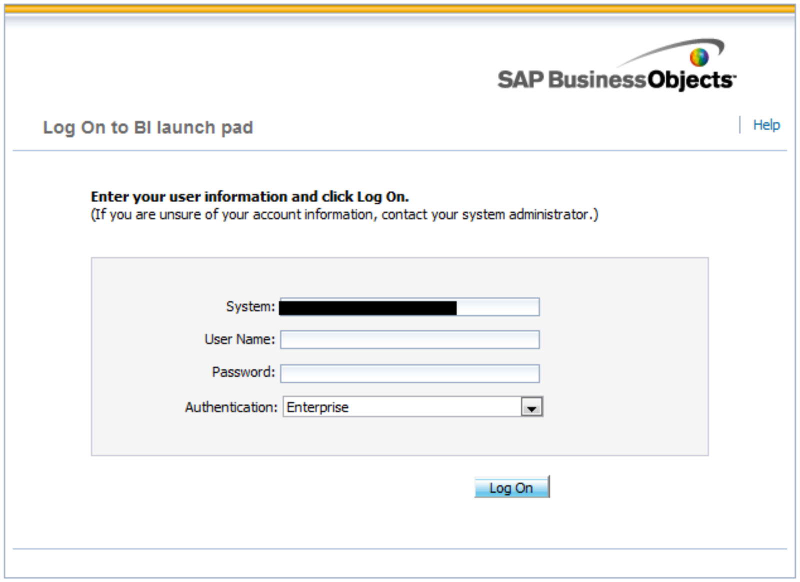
4

WRAPS Reports

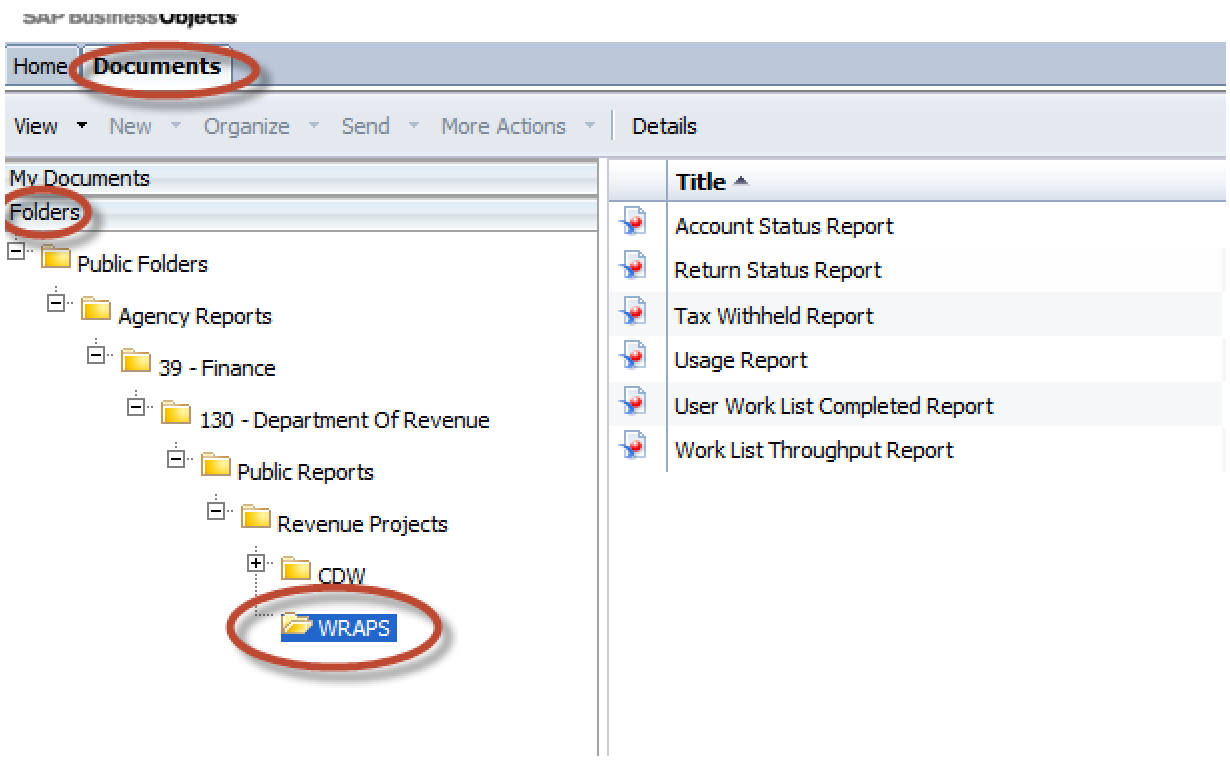
Launch Reports

To view WRAPS Reports, the user will need to click the “WRAPS Reports” tab:

A new tab will open and the user will need to enter their User Name and Password for the BI Reports tool and click “Log On”:



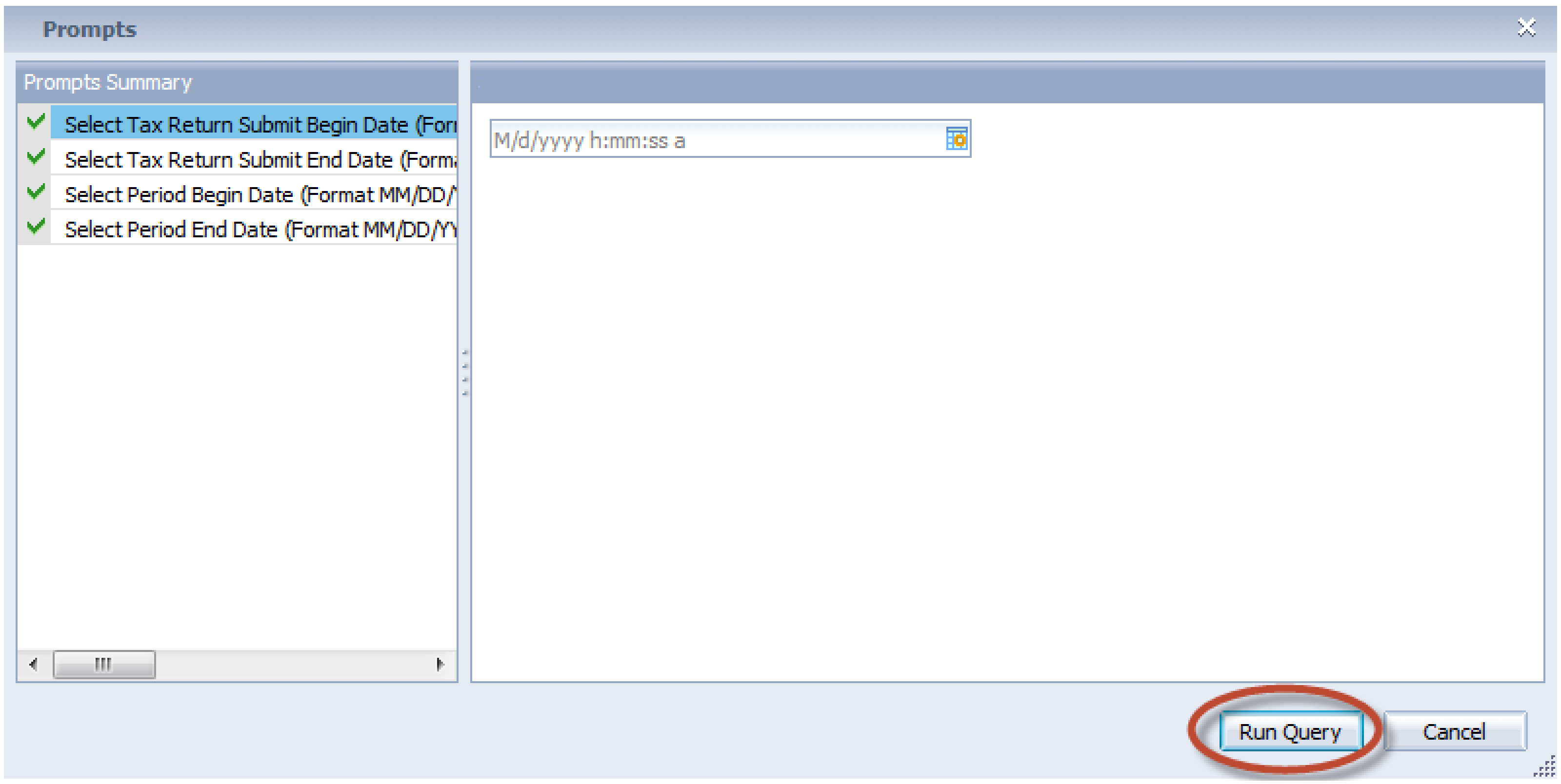
The user will need to choose "Documents → Folders → WRAPS," then double click on the report.



Report Types

Account Status Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, “Run Query.”



After clicking "Run Query," the report results will be displayed to the user.

Kentucky Department of Revenue

Withholding Tax Branch

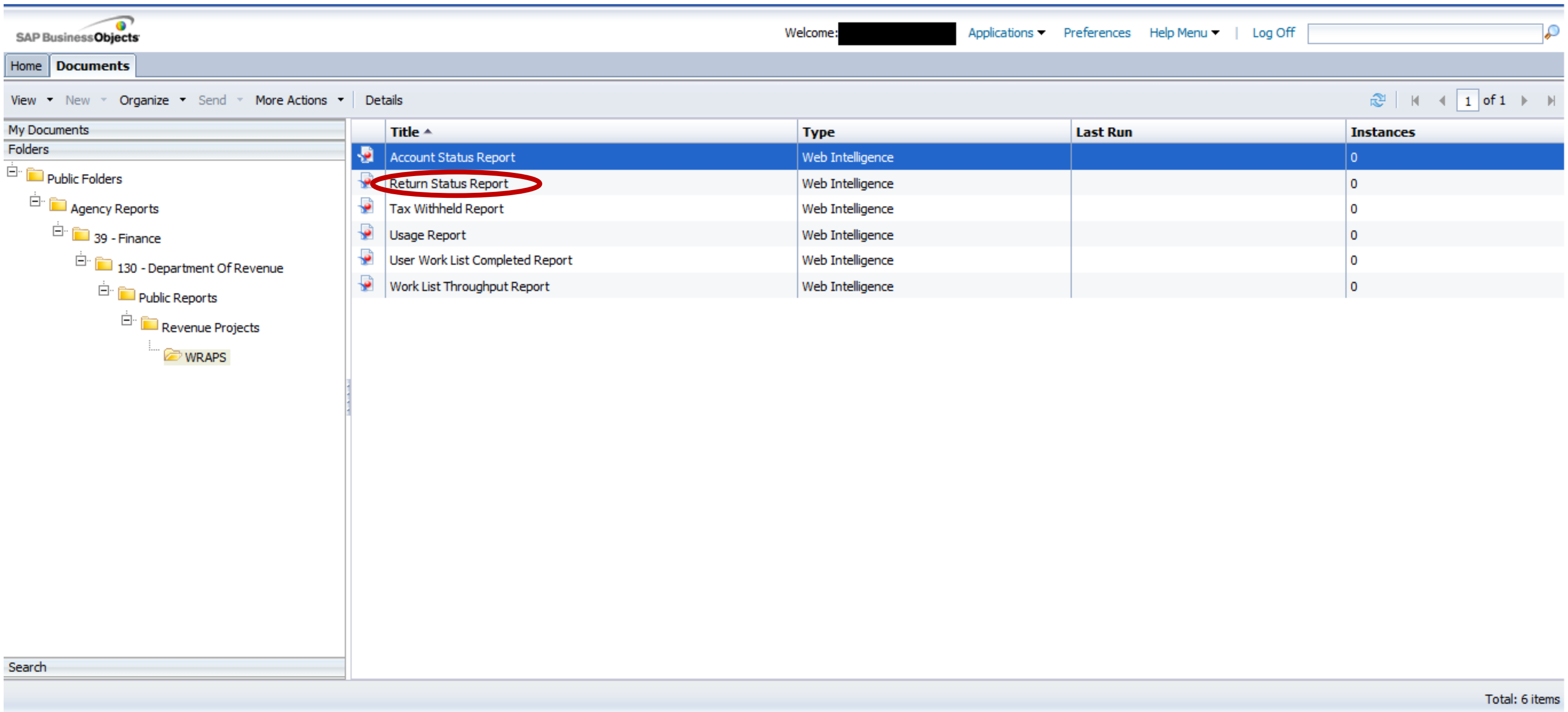
WRAPS Account Status Report

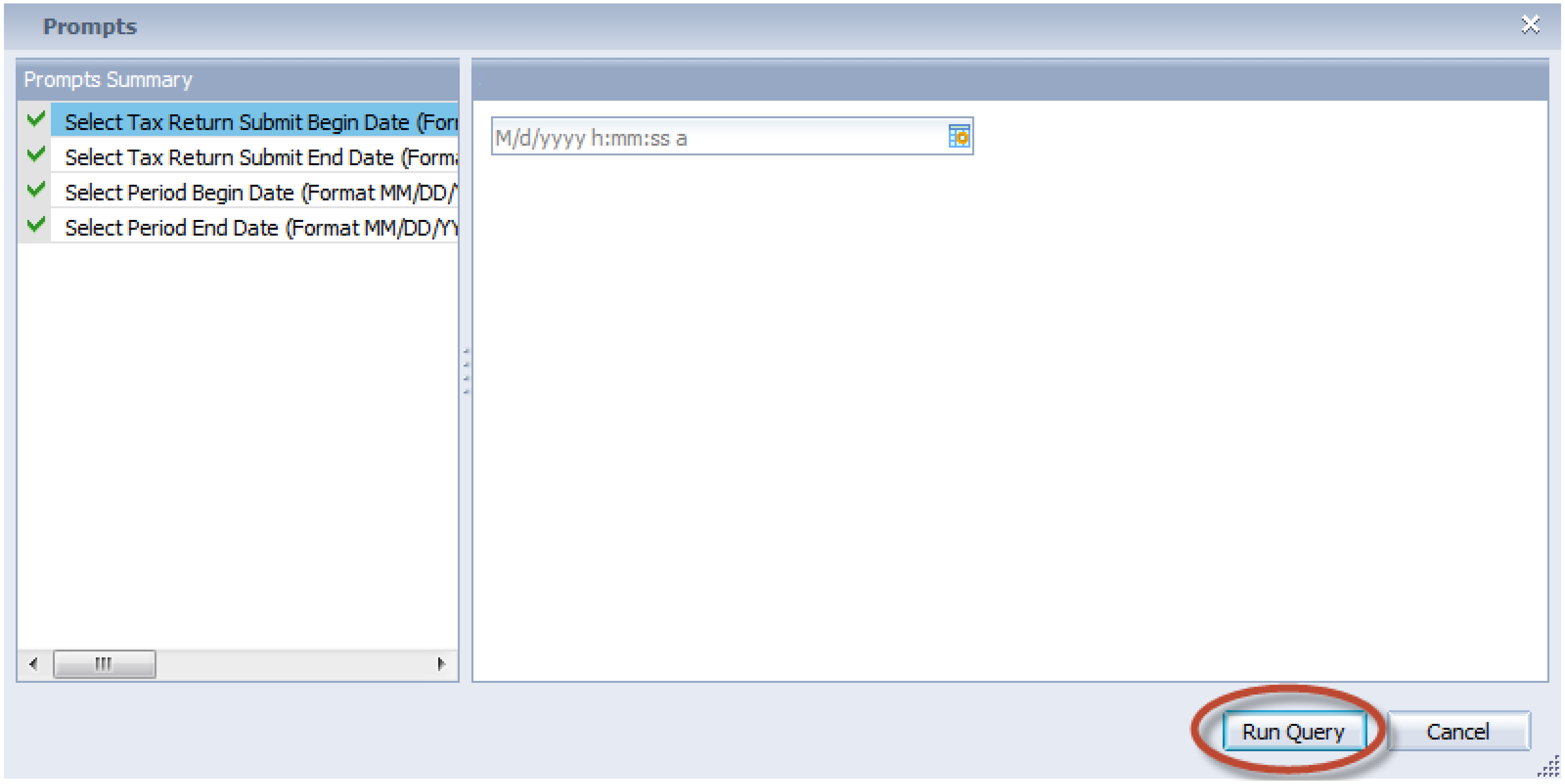
Report Refresh Date: 12/30/2014

FILING FREQUENCY	TOTAL NUMBER OF BUSINESSES REGISTERED IN WRAPS	ACTIVE BUSINESSES	INACTIVE BUSINESSES
Annual	112	112	0
Quarterly	114	111	3
Monthly	137	136	1
Twice-Monthly	178	173	5
Total:	**541**	**532**	**9**

Return Status Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, "Run Query."


SAP BusinessObjects
Welcome: [redacted]
Applications
Preferences
Help Menu
Log Off
Home
Documents
View
New
Organize
Send
More Actions
Details
1 of 1
My Documents
Folders
Public Folders
Agency Reports
39 - Finance
130 - Department Of Revenue
Public Reports
Revenue Projects
WRAPS
Search
Title
Type
Last Run
Instances
Account Status Report
Web Intelligence
0
Return Status Report
Web Intelligence
0
Tax Withheld Report
Web Intelligence
0
Usage Report
Web Intelligence
0
User Work List Completed Report
Web Intelligence
0
Work List Throughput Report
Web Intelligence
0
Total: 6 items



After clicking “Run Query,” the report results will be displayed to the user.

Report Refresh Date: 12/3

Kentucky Department of Revenue
Withholding Tax Branch
WRAPS Return Status Report

Submitted Begin Date:

Submitted End Date:

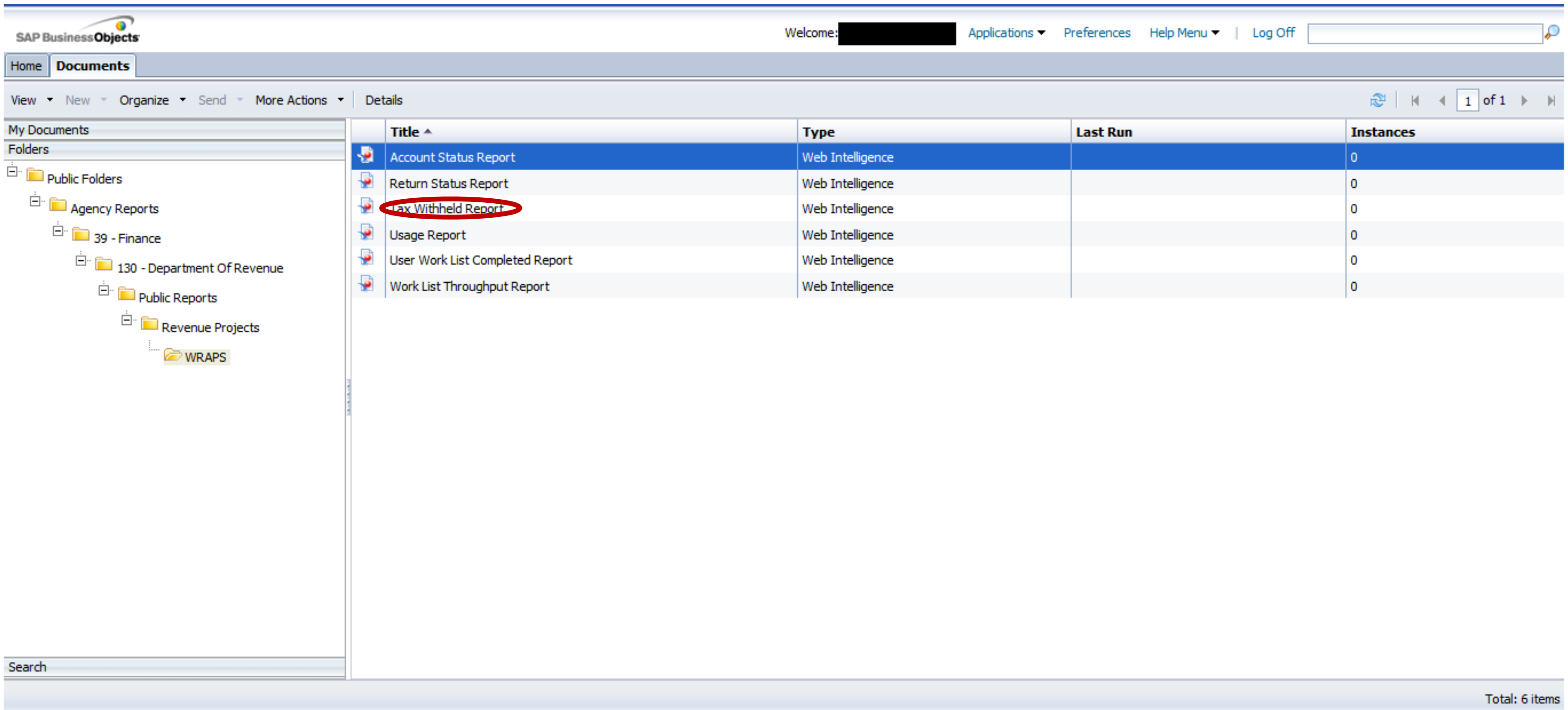
Period Begin Date:

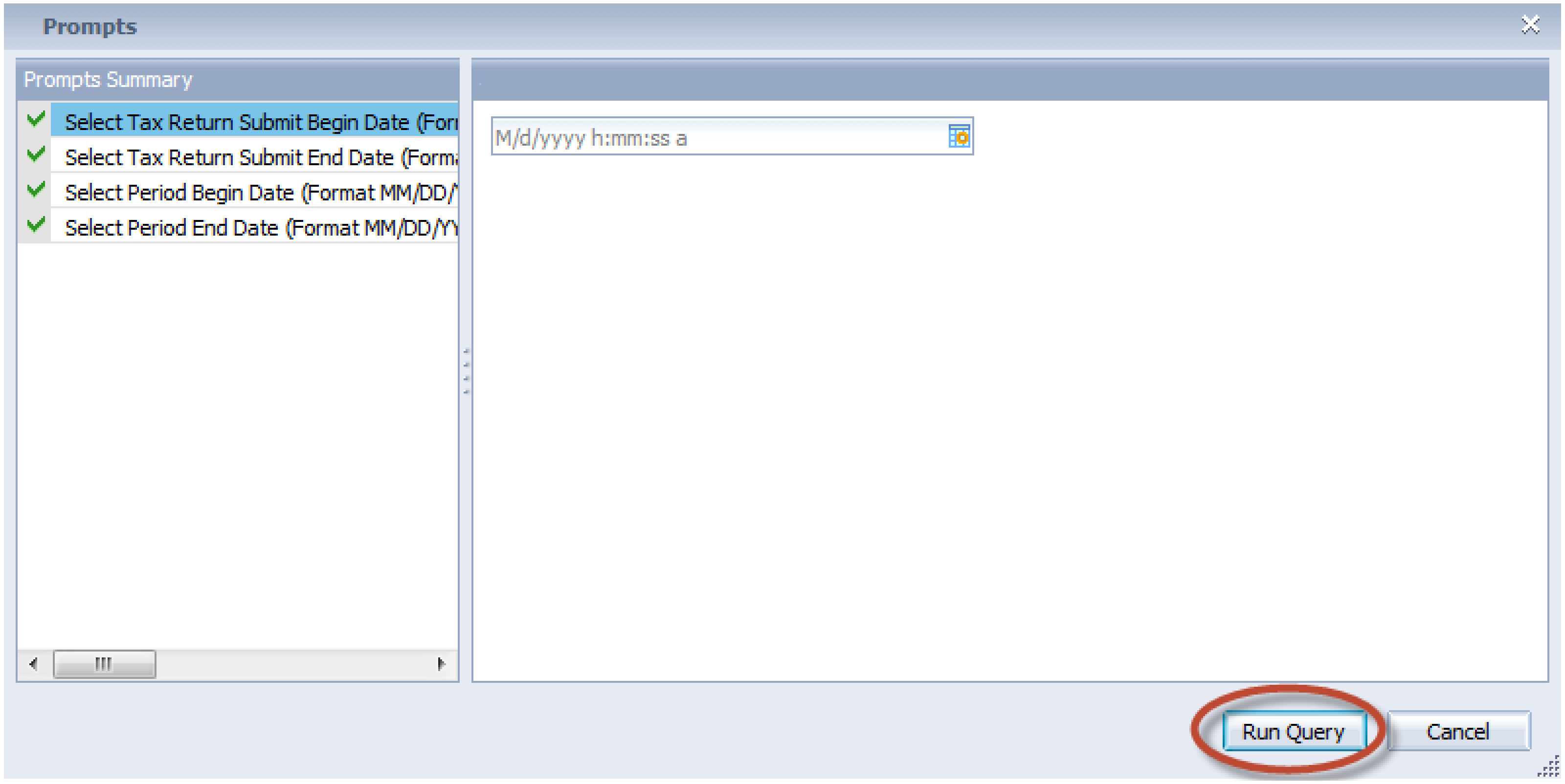
Period End Date:

FILING FREQUENCY	TOTAL RETURNS FILED	ORIGINAL RETURNS FILED	AMENDED RETURNS FILED
Annual	62	50	12
Quarterly	47	42	5
Monthly	149	117	32
Twice-Monthly	314	275	39
Total:	**572**	**484**	**88**

Tax Withheld Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, “Run Query.”





After clicking “Run Query,” the report results will be displayed to the user.

Kentucky Department of Revenue
Withholding Tax Branch
WRAPS Tax Withheld Report

Submitted Begin Date:

Submitted End Date:

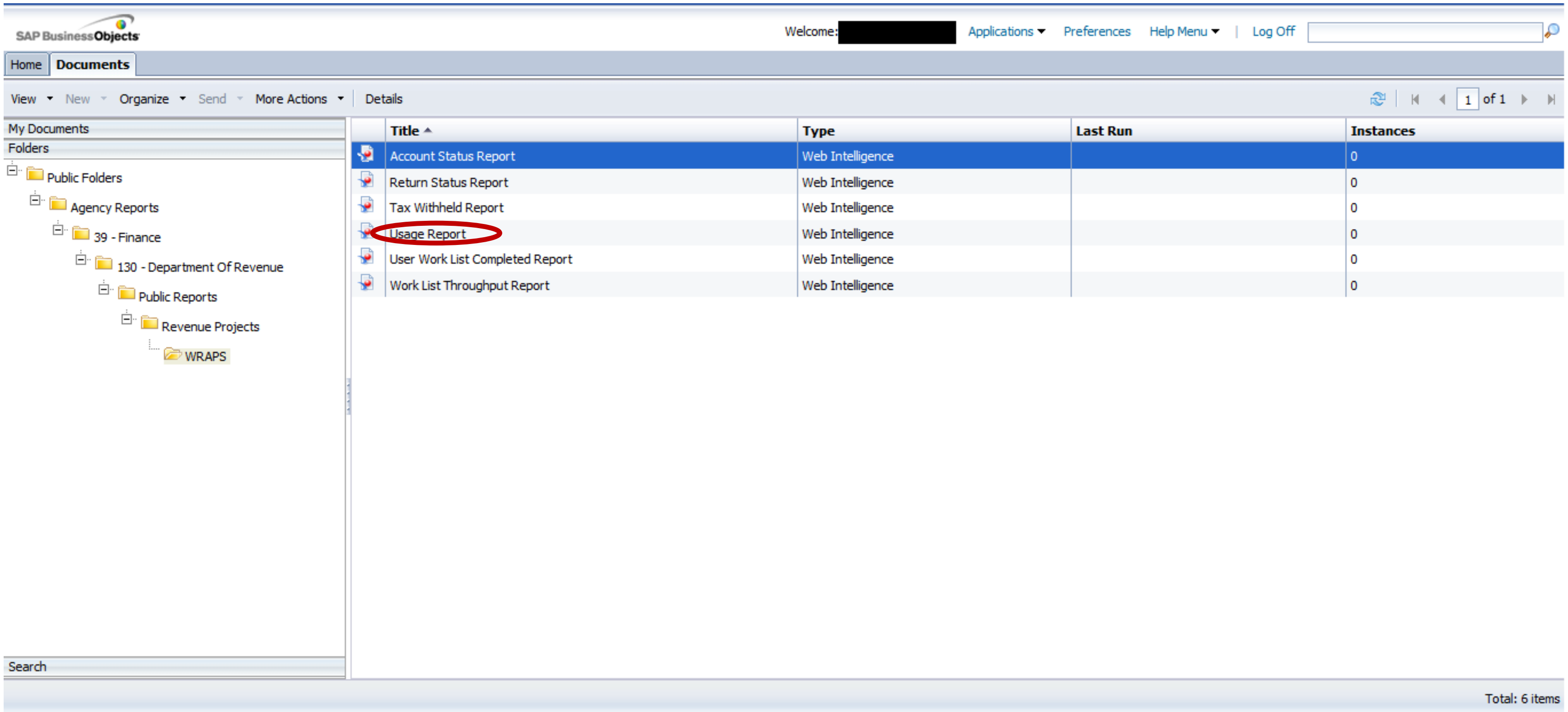
Period Begin Date:

Period End Date:

FILING FREQUENCY	INCOME TAX WITHHELD
Annual	2,236,575.85
Quarterly	25,246,087.54
Monthly	176,072,822.98
Twice-Monthly	522,728,774.64
Total:	**726,284,261.01**

Usage Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, “Run Query.”



After clicking “Run Query,” the report results will be displayed to the user.

Kentucky Department of Revenue

Withholding Tax Branch

WRAPS Usage Report

Report Refresh Date: 12

Period Begin Date:

Period End Date:

Active Filers

FILING FREQUENCY	BUSINESSES CURRENTLY FILING IN WRAPS	AT LEAST ONE WRAPS RETURN HAS BEEN FILED	NO WRAPS RETURN HAS BEEN FILED
Annual	41	41	0
Quarterly	29	29	0
Monthly	72	72	0
Twice-Monthly	79	79	0
Total:	**221**	**221**	**0**

Inactive Filers

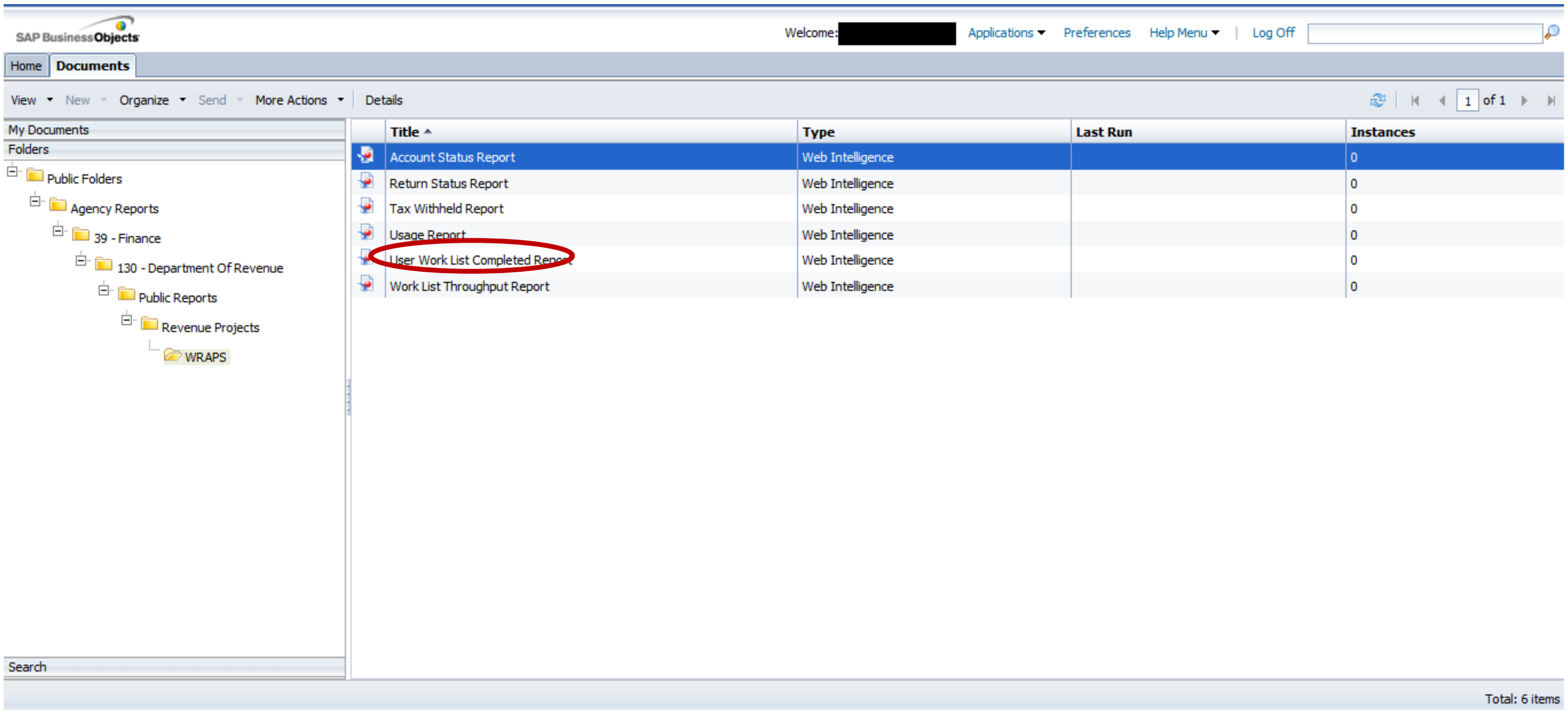
FILING FREQUENCY	BUSINESSES CURRENTLY FILING IN WRAPS	AT LEAST ONE WRAPS RETURN HAS BEEN FILED	NO WRAPS RETURN HAS BEEN FILED
Annual	0	0	0
Quarterly	1	1	0
Monthly	1	1	0
Twice-Monthly	3	3	0
Total:	**5**	**5**	**0**

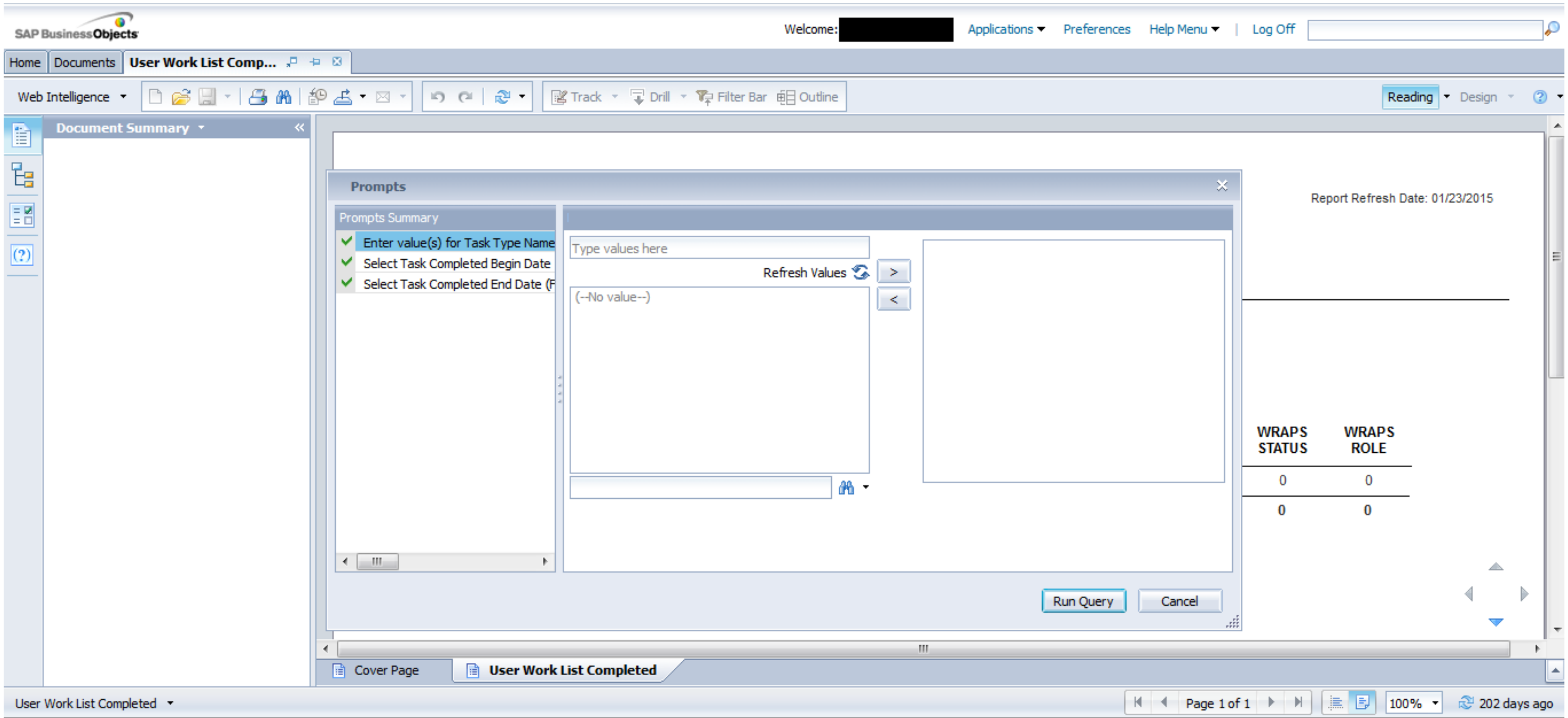
Active and Inactive Filers

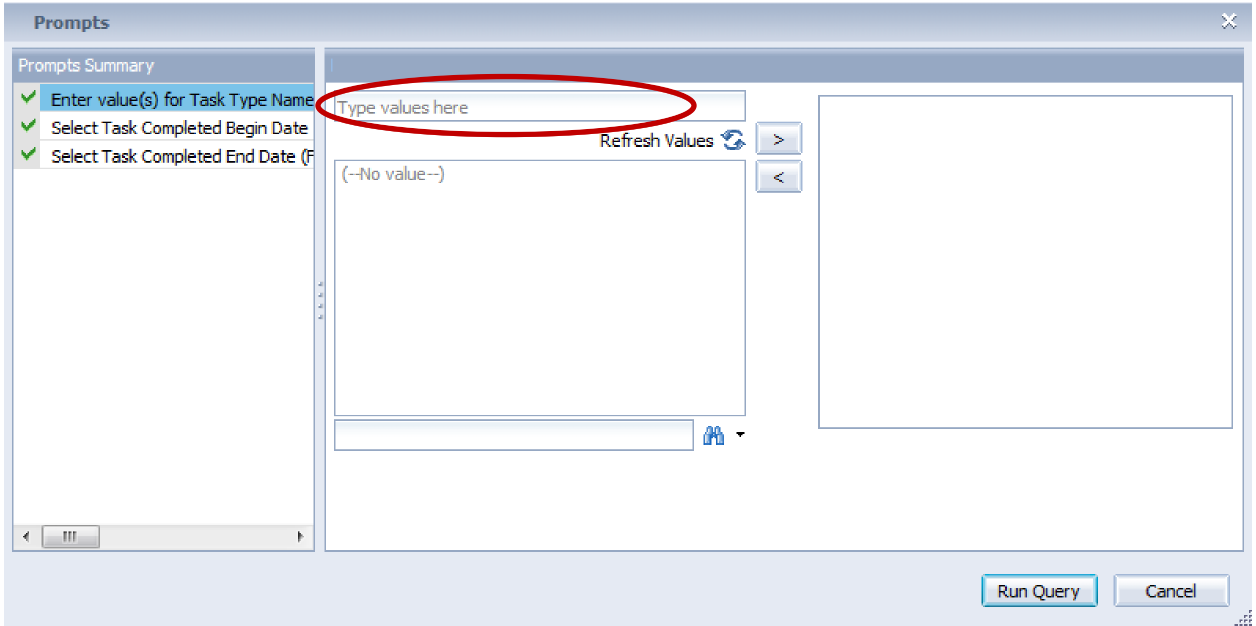
FILING FREQUENCY	BUSINESSES CURRENTLY FILING IN WRAPS	AT LEAST ONE WRAPS RETURN HAS BEEN FILED	NO WRAPS RETURN HAS BEEN FILED
Annual	41	41	0
Quarterly	30	30	0
Monthly	73	73	0
Twice-Monthly	82	82	0
Total:	**226**	**226**	**0**

User Work List Completed Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, “Run Query.”




SAP BusinessObjects
Welcome: [redacted]
Applications
Preferences
Help Menu
Log Off
Home
Documents
User Work List Comp...
Web Intelligence
Track
Drill
Filter Bar
Outline
Reading
Design
Document Summary
Prompts
Prompts Summary
Enter value(s) for Task Type Name
Select Task Completed Begin Date
Select Task Completed End Date (F
Type values here
Refresh Values
(--No value--)
Run Query
Cancel
Report Refresh Date: 01/23/2015
WRAPS STATUS
WRAPS ROLE
0
0
0
0
Cover Page
User Work List Completed
User Work List Completed
Page 1 of 1
100%
202 days ago



The User needs to enter the values and click "Run Query," the report results will be displayed to the user.

Kentucky Department of Revenue
Withholding Tax Branch
WRAPS User Work List Completed Report

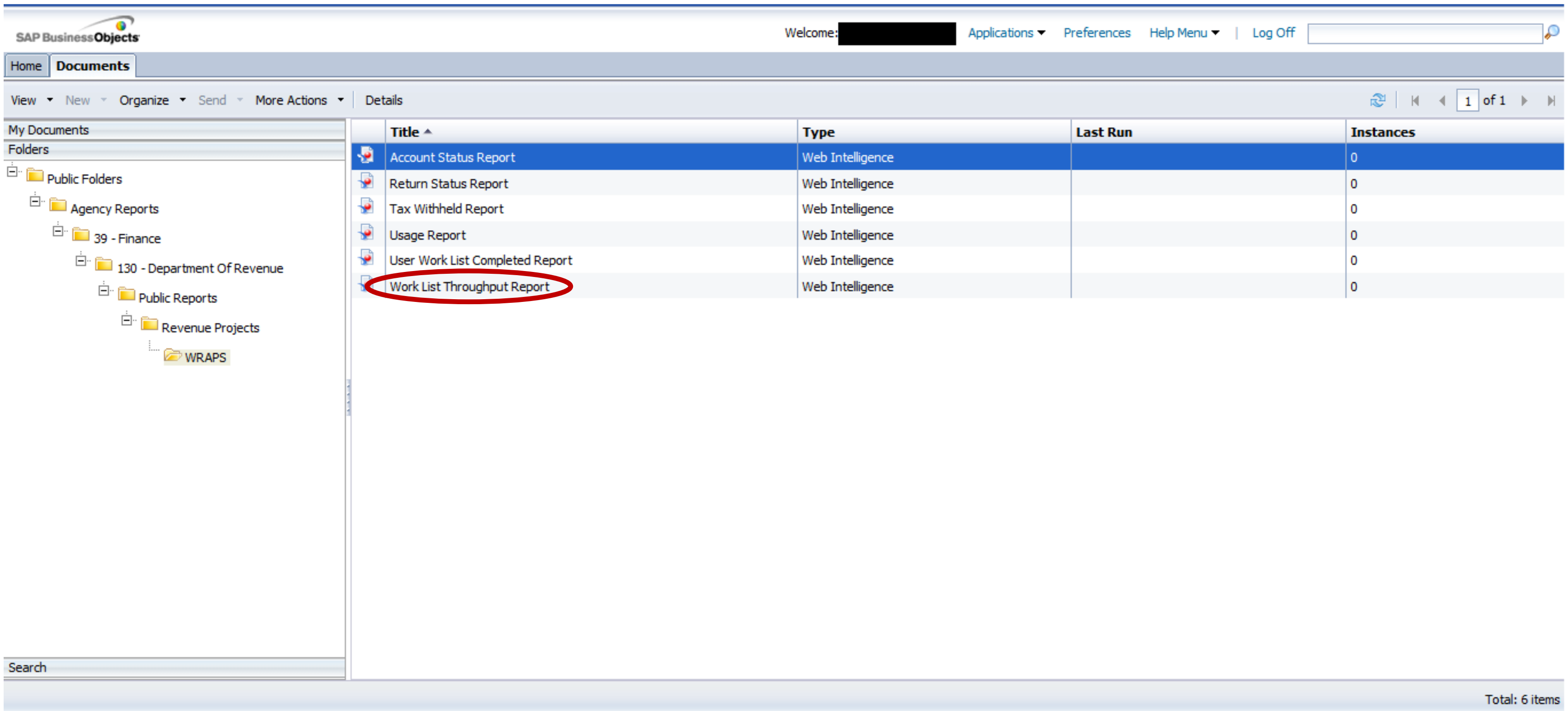
Report Refresh Date: 12/31/2014

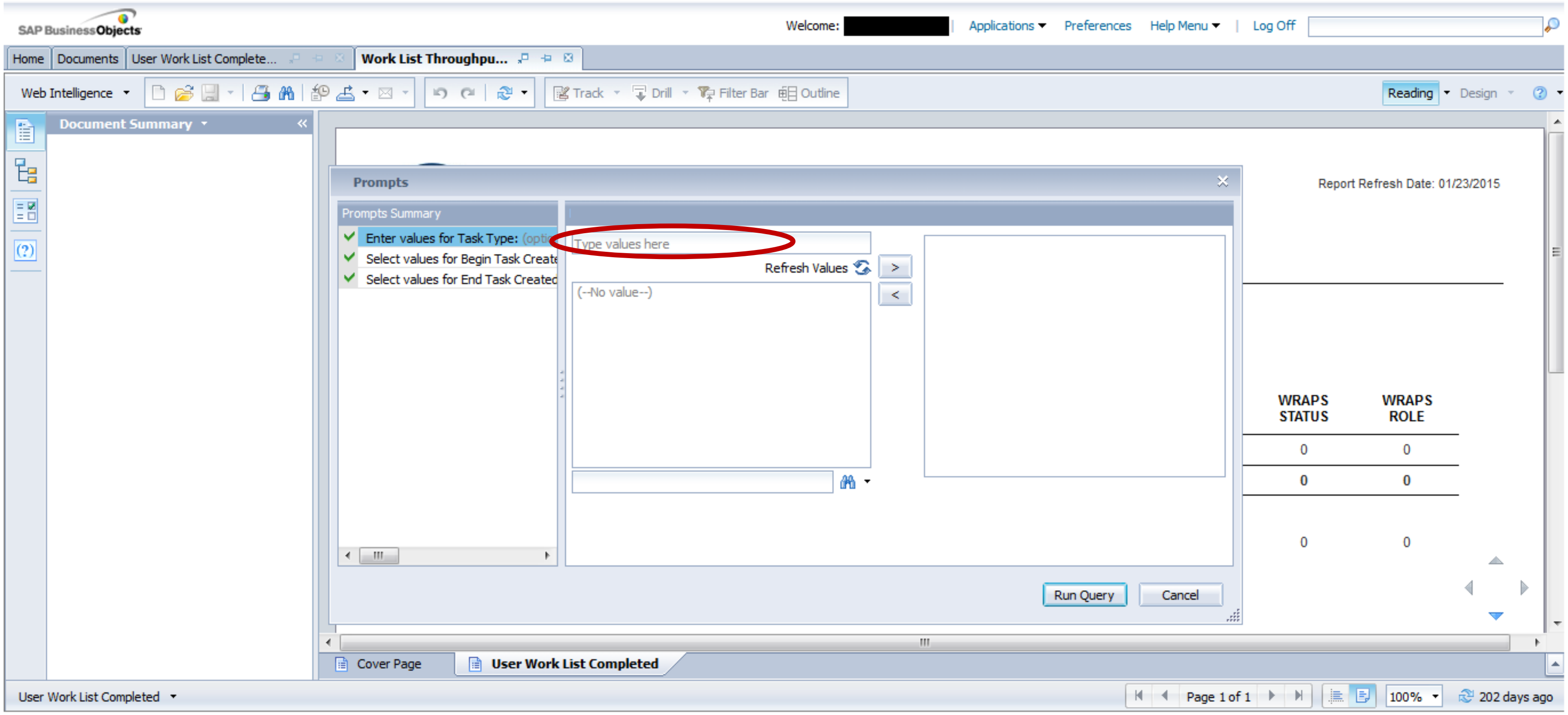
Task Complete Begin Date:
Task Complete End Date:
Task Type:

USER	ALL TASKS	REFUND	CREDIT FORWARDED	CREDIT	TPS CHANGE	REGISTRATION	AMENDED RETURN	WRAPS STATUS	WRAPS ROLE
user 1	48	0	0	0	32	13	0	0	3
user 2	7	0	0	0	7	0	0	0	0
user 3	22	0	0	0	11	5	0	1	5
user 4	65	0	0	0	50	8	0	2	5
user 5	46	0	0	0	38	0	0	4	4
user 6	4	0	0	0	4	0	0	0	0
user 7	4	0	0	0	1	2	0	0	1
user 8	3	0	0	0	0	0	0	0	3
user 9	57	0	0	0	18	22	0	5	12
user 10	5	0	0	0	4	1	0	0	0
user 11	67	0	0	0	39	8	0	7	13
user 12	2	0	0	0	2	0	0	0	0
user 13	138	42	33	42	0	0	21	0	0
Total:	468	42	33	42	206	59	21	19	46

Work List Throughput Report

Each report will start with a prompt for dates for running the report. The user will need to enter the minimally required information and click, "Run Query."





The user needs to enter the value and click “Run Query,” the report results will be displayed to the user.

Kentucky Department of Revenue
Withholding Tax Branch
WRAPS Work List Completed Report

Report Refresh Date: 12/31/2014

Task Created Begin Date:
Task Created End Date:
Task Type:

	ALL TASKS	REFUND	CREDIT FORWARDED	CREDIT	TPS CHANGE	REGISTRATION	AMENDED RETURN	WRAPS STATUS	WRAPS ROLE
Task Completed	468	42	33	42	206	59	21	19	46
Task Pending	159	19	28	47	27	1	29	4	4
Total:	**627**	**61**	**61**	**89**	**233**	**60**	**50**	**50**	**50**
Average Minutes to Complete	3,926	7,628	7,022	8,375	2,959	1,095	5,034	4,609	1,438

5

Access EEPS

View EEPS Payments

To view EEPS Payments, the user will need to click the “Access EEPS” tab:

The user will then be routed to the Enterprise Electronic Payment System (EEPS) site. The following user guide covers the EEPS Intranet functionality.

[EEPS Intranet User Guide]

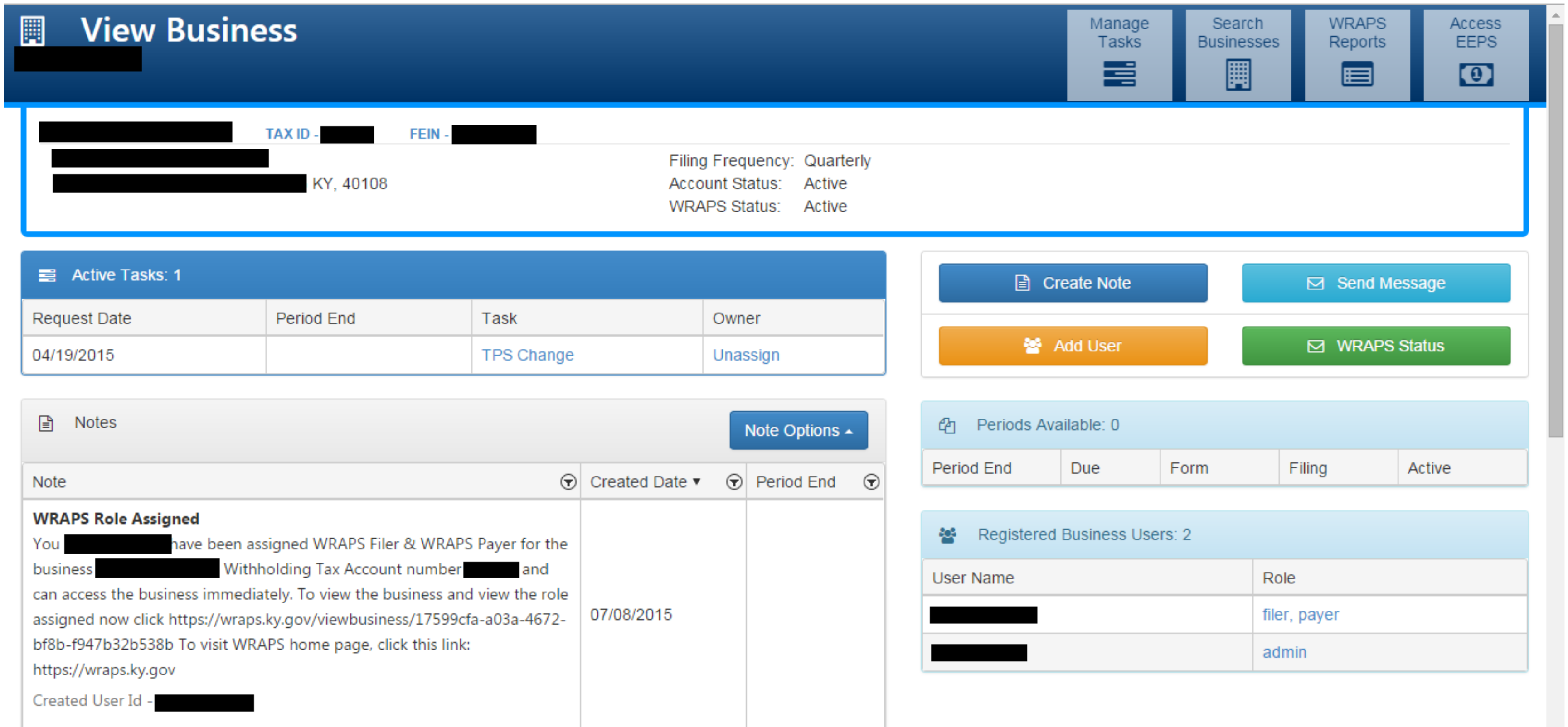
6

Business View

Accessing a Business View in WRAPS

To access a business page in the WRAPS Intranet system, the user will need to click on any Business Name link. These links can be found in the Task tabs, Period Screens and in the Search Business result page.

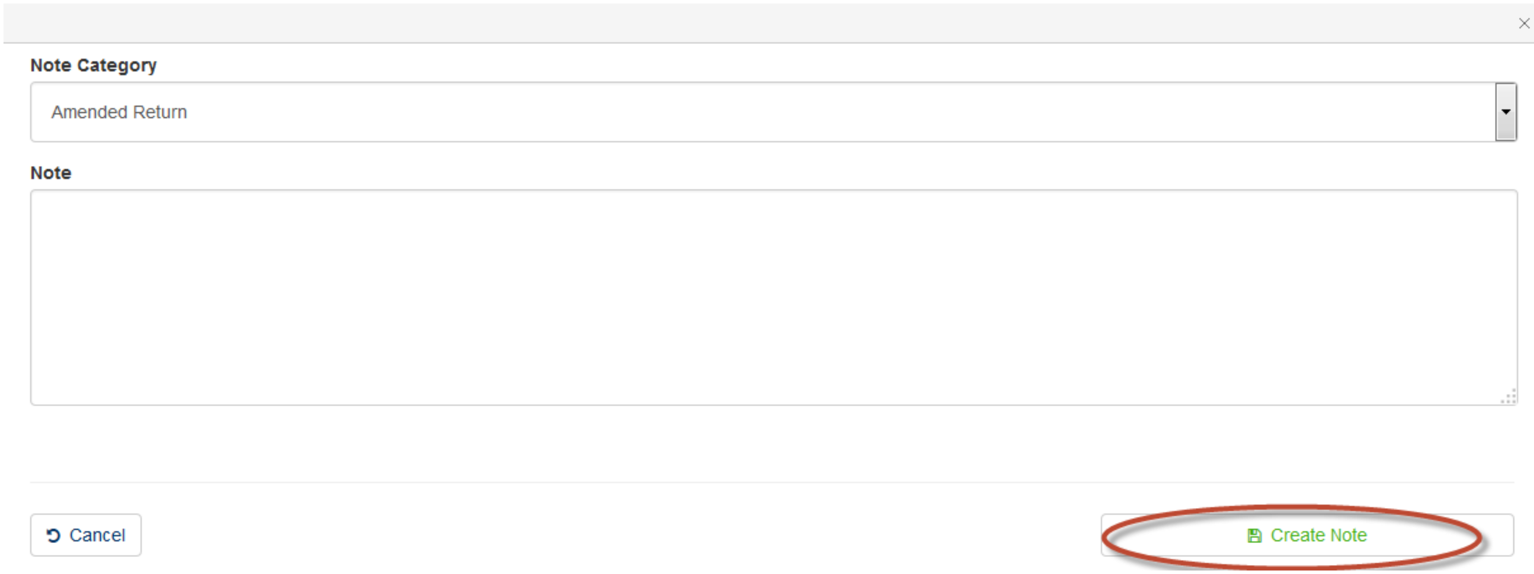
The Business View allows the user to do the following: view and work pending tasks for the Business, the option to create a custom note, send a message/email to the users associated with the Business and add users to the Business, view all periods that were made available online for the business, view users associated with the Business and view all notes for the business.


View Business
[redacted]
Manage Tasks
Search Businesses
WRAPS Reports
Access EEPS
[redacted] TAX ID - [redacted] FEIN - [redacted]
[redacted]
[redacted] KY, 40108
Filing Frequency: Quarterly
Account Status: Active
WRAPS Status: Active
Active Tasks: 1
Request Date
Period End
Task
Owner
04/19/2015
TPS Change
Unassign
Create Note
Send Message
Add User
WRAPS Status
Notes
Note Options
Note
Created Date
Period End
WRAPS Role Assigned
You [redacted] have been assigned WRAPS Filer & WRAPS Payer for the business [redacted] Withholding Tax Account number [redacted] and can access the business immediately. To view the business and view the role assigned now click https://wraps.ky.gov/viewbusiness/17599cfa-a03a-4672-bf8b-f947b32b538b To visit WRAPS home page, click this link: https://wraps.ky.gov
Created User Id - [redacted]
07/08/2015
Periods Available: 0
Period End
Due
Form
Filing
Active
Registered Business Users: 2
User Name
Role
[redacted]
filer, payer
[redacted]
admin

Create Note

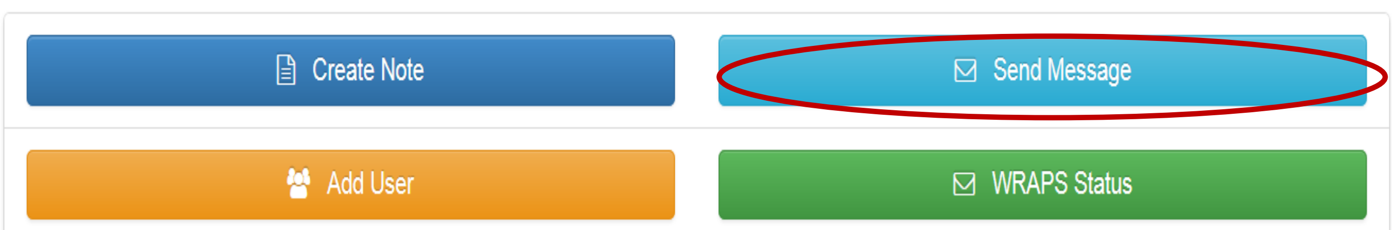
Notes are placed on the Business and Period screens automatically when any action for that Business is taken. However, the user has an option to add a custom note by clicking “Create Note” on the Business View page.

The user will need to select the Note Category and the body of the Note, and then click “Create Note.”

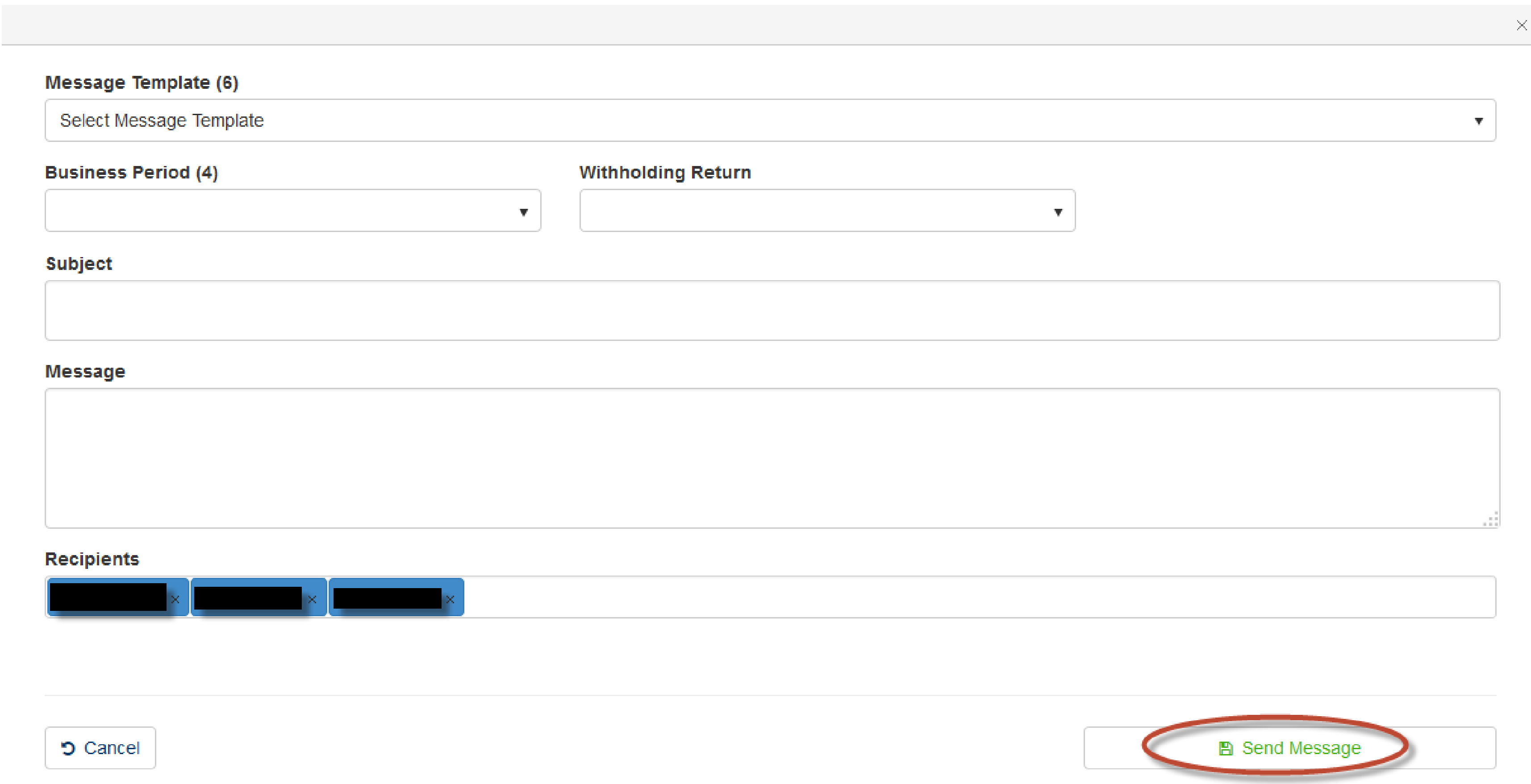


Send Message

To send an email message to users associated with the account, the user will need to click “Send Message” from the Business View page.



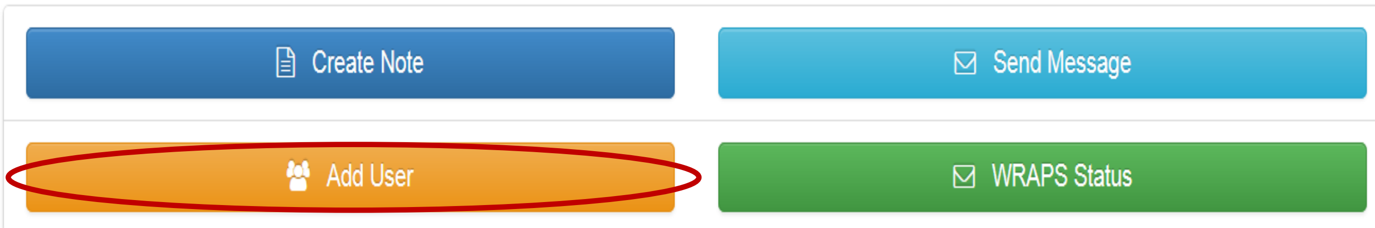
The user will then have the option to choose the Message Template, Business Period, Withholding Return and recipients (all users associated with the business will be displayed). The subject and Message will be prefilled based on the Period and Return selected.



User Management

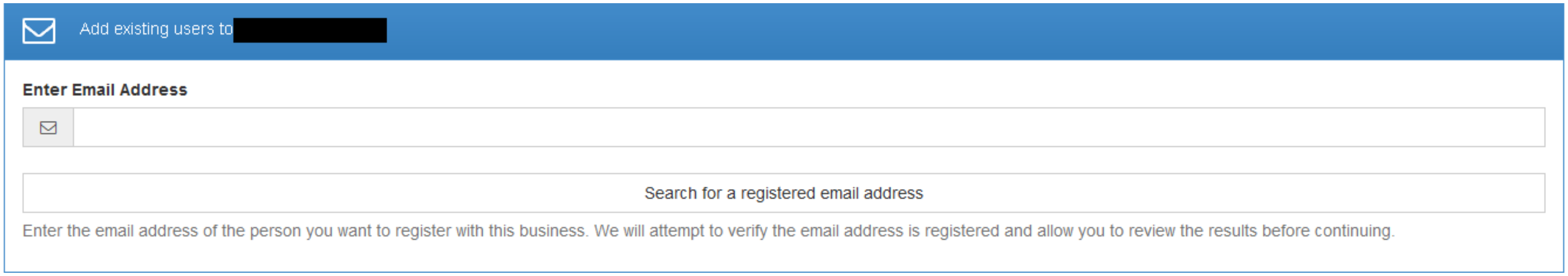
Add User

To add users to the Business Account, the DOR user will need to click “Add User” from the Business View page.



To add users to the Business Account, the DOR user will need to click “Add User” from the Business View page.

The DOR user will then need to enter the email address that is associated with a user registered with One Stop and click ‘Search for a registered email address.



If the user is registered with One Stop, the DOR user will be presented with the option to grant the user with a role of Filer, Payer, Viewer or Administrator. The user may also be given Filer & Payer access.

The email address [redacted]gmail.com is registered to [redacted] which role do you want to grant them?

Please read all of the options before selecting the role to assign to [redacted]

Grant the role of WRAPS Filer & Payer

A WRAPS Filer & Payer can file returns and amendments in addition to making online payments on behalf of the business.

Grant the role of WRAPS Filer & Payer

Grant the role of WRAPS Filer

A WRAPS Filer can file returns and amendments on behalf of the business.

Grant the role of WRAPS Filer

Grant the role of WRAPS Payer

A WRAPS Payer can make online payments on behalf of the business.

Grant the role of WRAPS Payer

Grant the role of WRAPS Viewer

A WRAPS Viewer can view the returns and amendments filed online by the business.

Grant the role of WRAPS Viewer

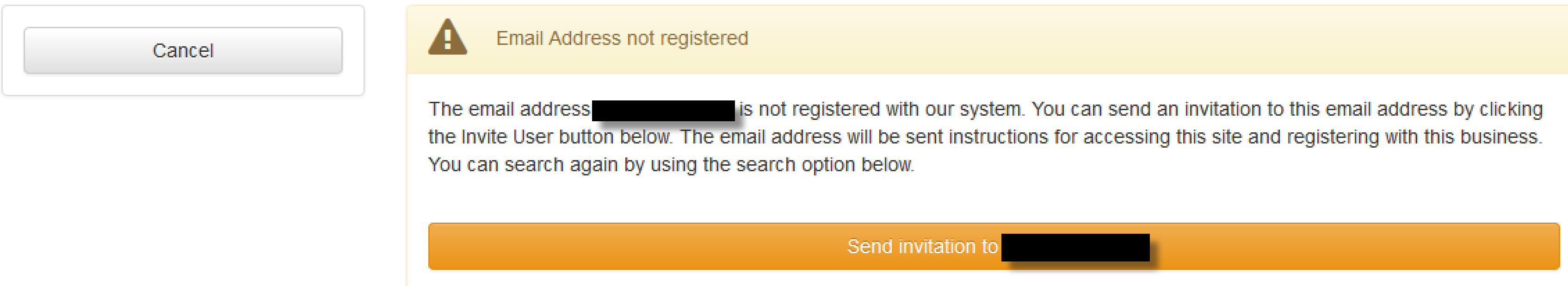
Grant the role of WRAPS Administrator

A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to [redacted] your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

Grant the role of WRAPS Administrator

Inviting Users

If the user is not registered with One Stop, the DOR user will be presented with the option to send the user an invitation to create a user account. To send the invitation, the user will need to click, “Send invitation to: (email address).”



The user will receive an email similar to the one below, stating the Business the user has been added to and the permission level that was granted.

WRAPS Role for account [redacted] has been assigned

wraps-noreply@ky.gov (wraps-noreply@ky.gov) Add to contacts 9:28 AM

To: [redacted]

Actions

You [redacted] have been assigned WRAPS Filer & WRAPS Payer for the business [redacted] Withholding Tax Account number [redacted] and can access the business immediately. To view the business and view the role assigned now click [redacted]

To visit WRAPS home page, click this link: https://wraps.ky.gov

http://wraps.ky.gov

Update Permissions & Remove Users

To edit a user's permissions or to remove a user from the Business, the DOR user will need to click on the user name or the role.

Business Users: 1 — Add WRAPS User

User Name	Role
[redacted]	admin

The DOR user will then need to choose to "Remove user access" or grant the user with another permission level.

Cancel

[redacted] has the role of WRAPS Filer and can file returns and amendments on behalf of the business.

How do you want to change the WRAPS role?

You can change the role or remove access of [redacted] for [redacted] with the options below.

Please read all of the options before selecting your response to the request for access to this business.

Remove user access
Remove all access to this business

Remove business access

Grant the role of WRAPS Payer
A WRAPS Payer can make online payments on behalf of the business.

Grant the role of WRAPS Payer

Grant the role of WRAPS Viewer
A WRAPS Viewer can view the returns and amendments filed online by the business.

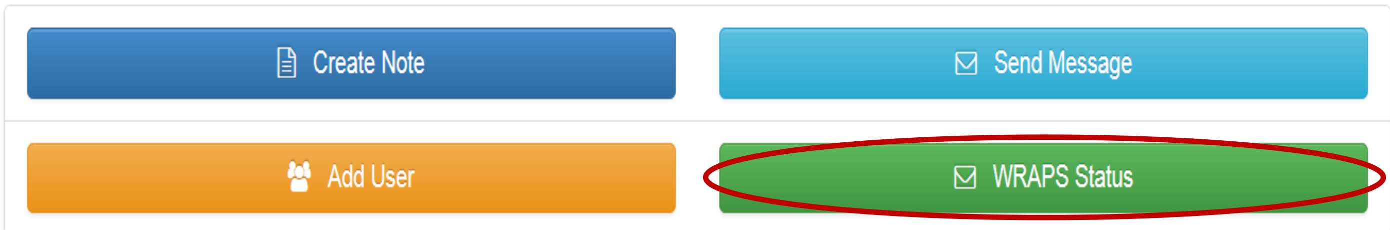
Grant the role of WRAPS Viewer

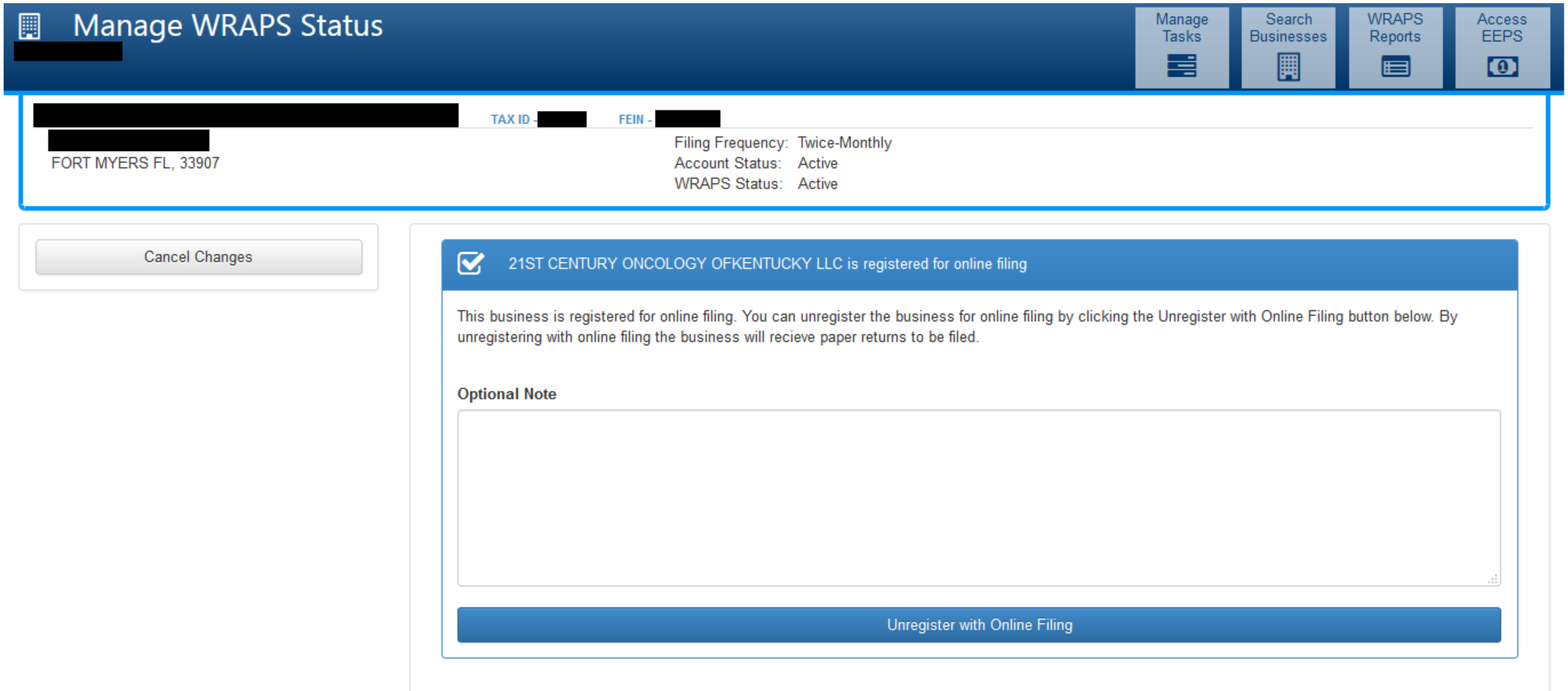
Grant the role of WRAPS Administrator
A business can only have one WRAPS Administrator. If you grant the WRAPS Administrator role to shristi2014, your role will be changed to WRAPS Viewer immediately and you will no longer have WRAPS Administrator rights to this business. A WRAPS Viewer is only able to view returns and amendments that pertain to the business, and you will not be able to undo this change unless you contact the Department of Revenue at (502) 564-7287.

Grant the role of WRAPS Administrator

WRAPS Status

To unregister a business from online filing and change the WRAPS status, the user can click the "WRAPS STATUS" button.




Manage WRAPS Status
[redacted]
Manage Tasks
Search Businesses
WRAPS Reports
Access EEPS
[redacted]
TAX ID - [redacted]
FEIN - [redacted]
[redacted]
FORT MYERS FL, 33907
Filing Frequency: Twice-Monthly
Account Status: Active
WRAPS Status: Active
Cancel Changes
21ST CENTURY ONCOLOGY OFKENTUCKY LLC is registered for online filing
This business is registered for online filing. You can unregister the business for online filing by clicking the Unregister with Online Filing button below. By unregistering with online filing the business will recieve paper returns to be filed.
Optional Note
Unregister with Online Filing

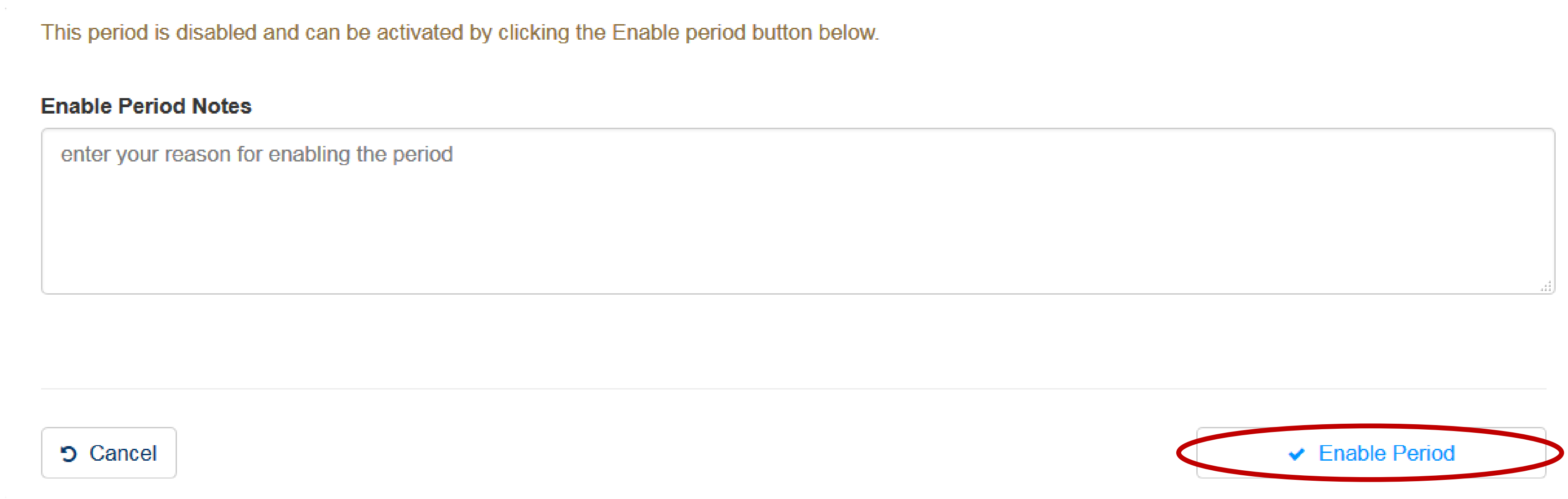
Enable/Disable Period

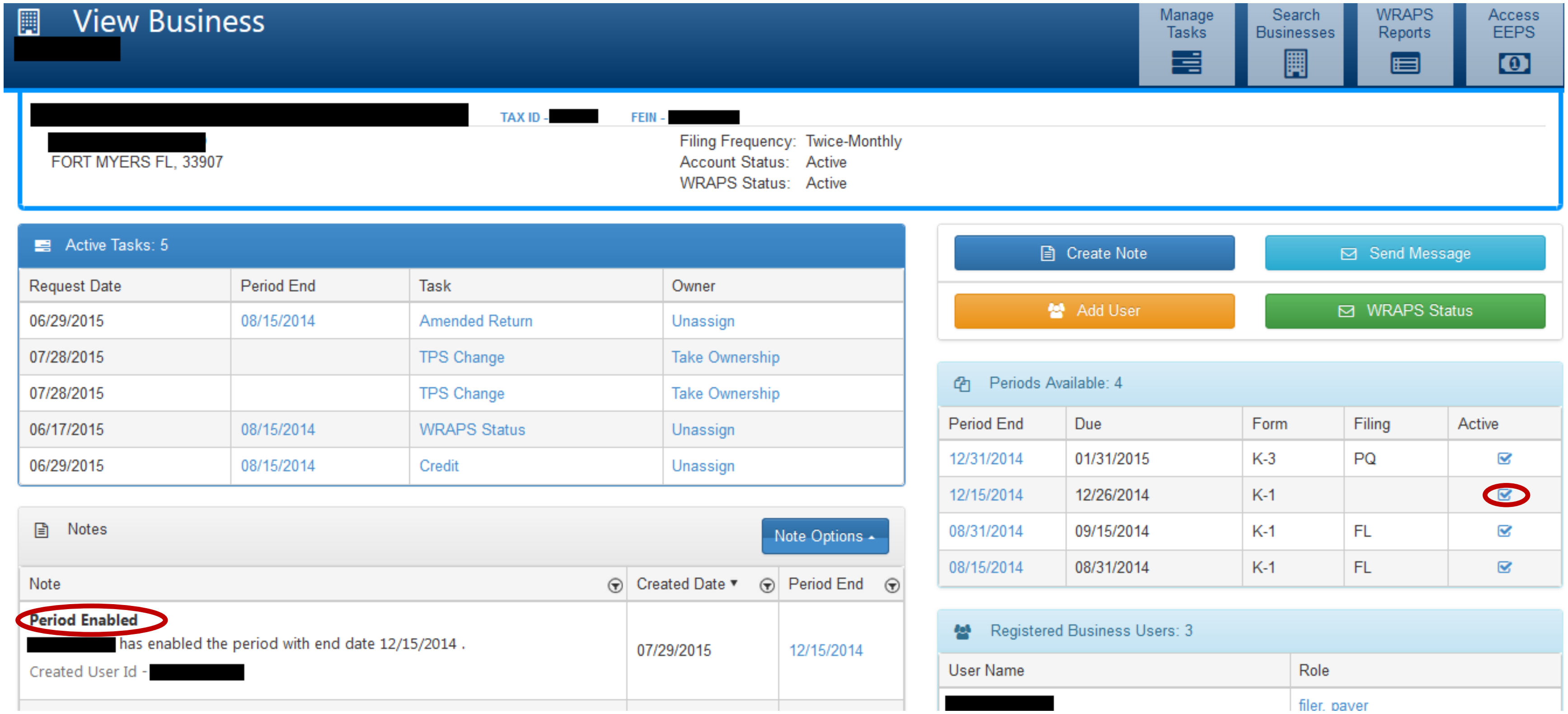
Enable Period.

To make the period available for filing, the user can check the box as shown below. ☐

Periods Available: 4

Period End	Due	Form	Filing	Active
12/31/2014	01/31/2015	K-3	PQ	☑
12/15/2014	12/26/2014	K-1		☐
08/31/2014	09/15/2014	K-1	FL	☑
08/15/2014	08/31/2014	K-1	FL	☑

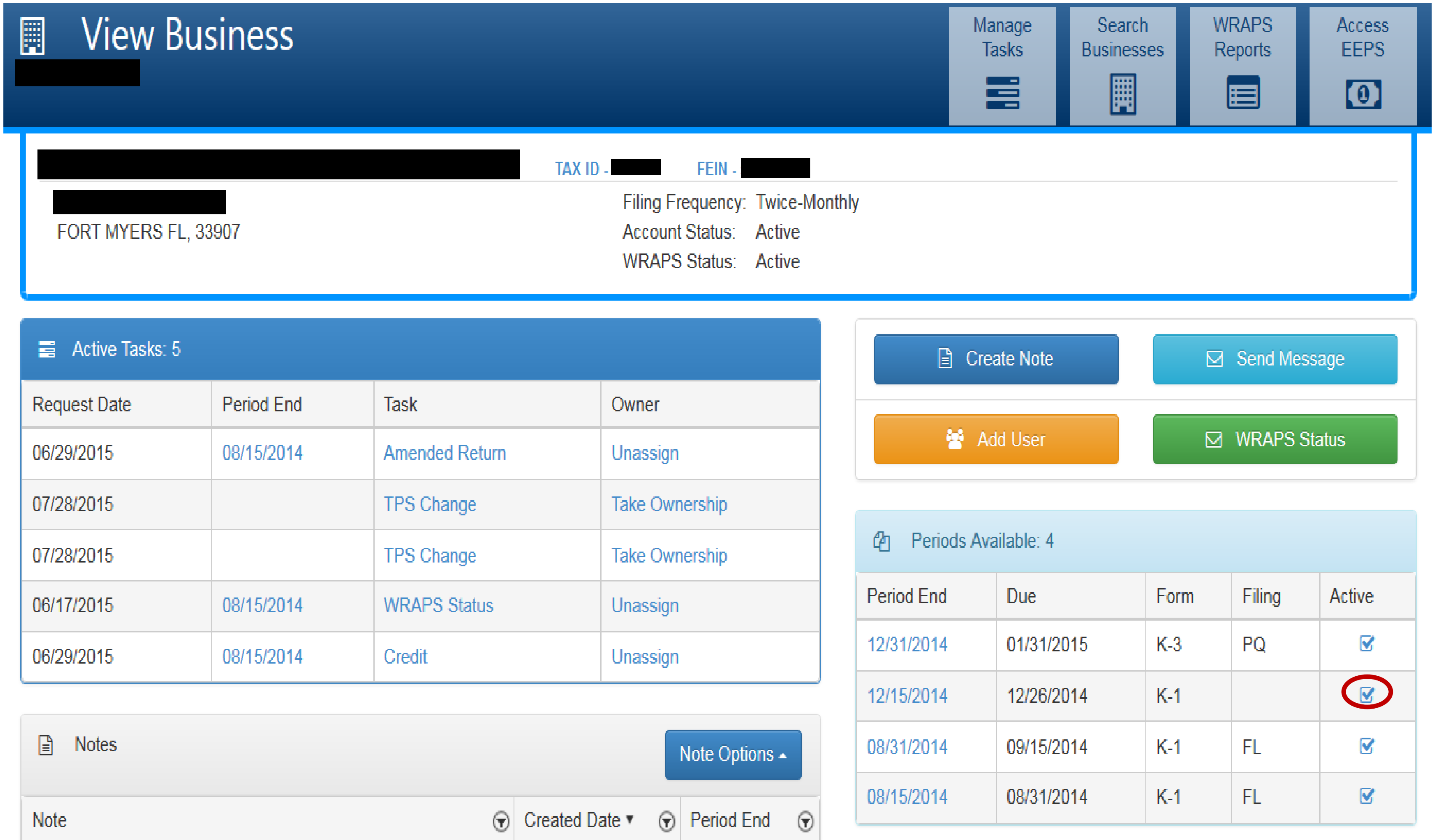

This period is disabled and can be activated by clicking the Enable period button below.
Enable Period Notes
enter your reason for enabling the period
Cancel
Enable Period



After the user clicks the 'Enable Period', the user can notice that the period is enabled in the 'Notes' tab.

Disable Period.

To disable the filing period, the user can uncheck the checkbox as highlighted below. 



View Business

[redacted]

Manage Tasks | Search Businesses | WRAPS Reports | Access EEPS

[redacted] TAX ID - [redacted] FEIN - [redacted]

[redacted]
FORT MYERS FL, 33907

Filing Frequency: Twice-Monthly
Account Status: Active
WRAPS Status: Active

Active Tasks: 5

Request Date	Period End	Task	Owner
06/29/2015	08/15/2014	Amended Return	Unassign
07/28/2015		TPS Change	Take Ownership
07/28/2015		TPS Change	Take Ownership
06/17/2015	08/15/2014	WRAPS Status	Unassign
06/29/2015	08/15/2014	Credit	Unassign

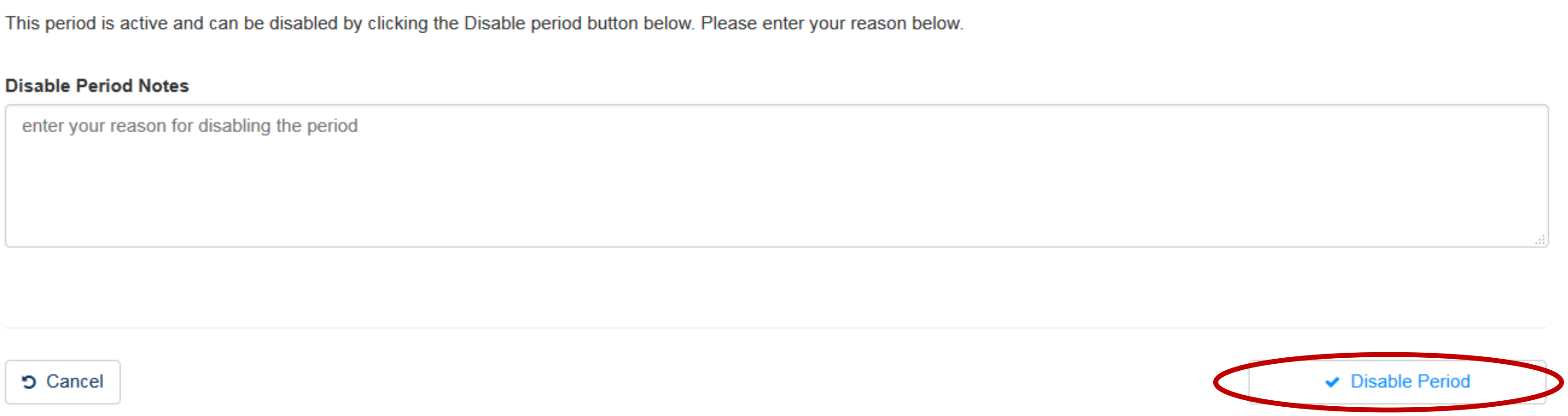
Create Note | Send Message | Add User | WRAPS Status

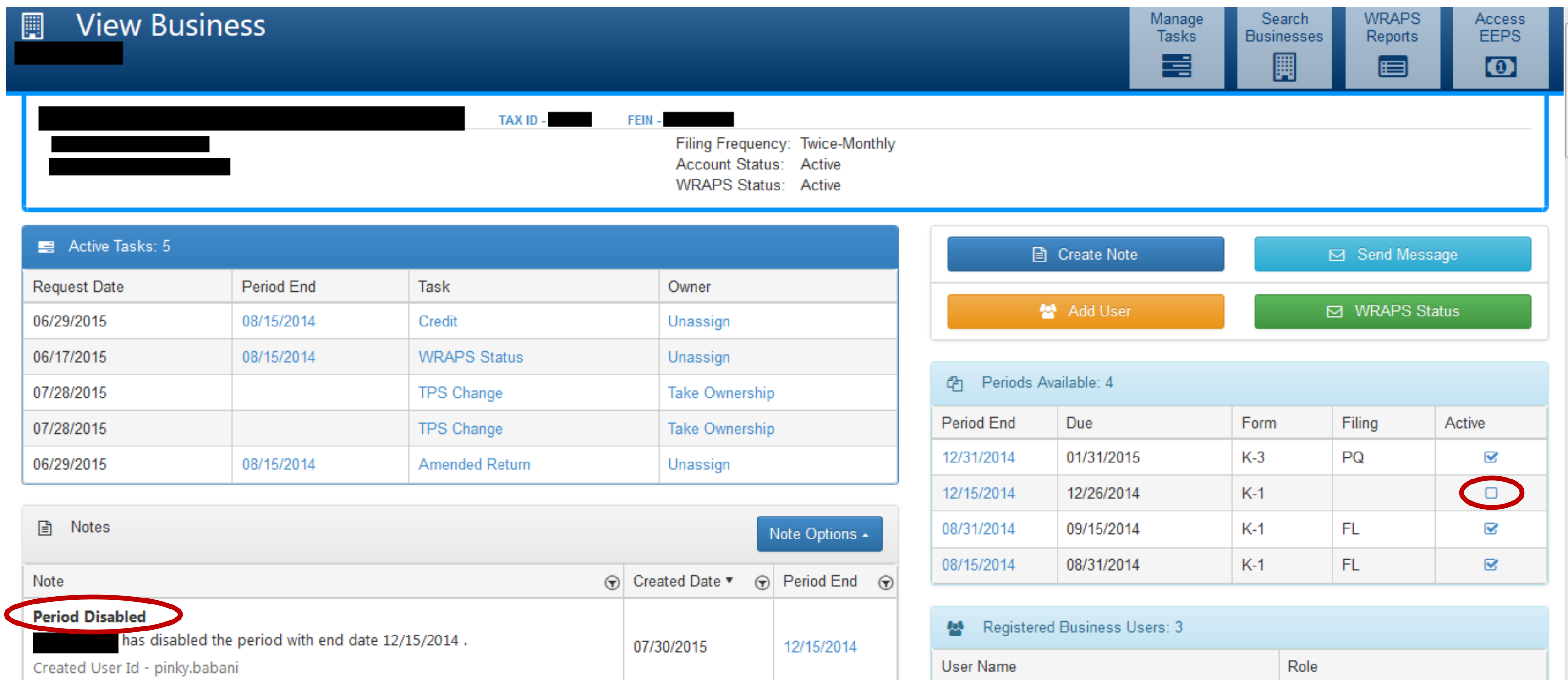
Periods Available: 4

Period End	Due	Form	Filing	Active
12/31/2014	01/31/2015	K-3	PQ	☑
12/15/2014	12/26/2014	K-1		☑
08/31/2014	09/15/2014	K-1	FL	☑
08/15/2014	08/31/2014	K-1	FL	☑

Notes | Note Options

Note	Created Date	Period End





Request Date	Period End	Task	Owner
06/29/2015	08/15/2014	Credit	Unassign
06/17/2015	08/15/2014	WRAPS Status	Unassign
07/28/2015		TPS Change	Take Ownership
07/28/2015		TPS Change	Take Ownership
06/29/2015	08/15/2014	Amended Return	Unassign

Period End	Due	Form	Filing	Active
12/31/2014	01/31/2015	K-3	PQ	☑
12/15/2014	12/26/2014	K-1		☐
08/31/2014	09/15/2014	K-1	FL	☑
08/15/2014	08/31/2014	K-1	FL	☑

Note	Created Date	Period End
Period Disabled [redacted] has disabled the period with end date 12/15/2014 . Created User Id - pinky.babani	07/30/2015	12/15/2014

User Name	Role

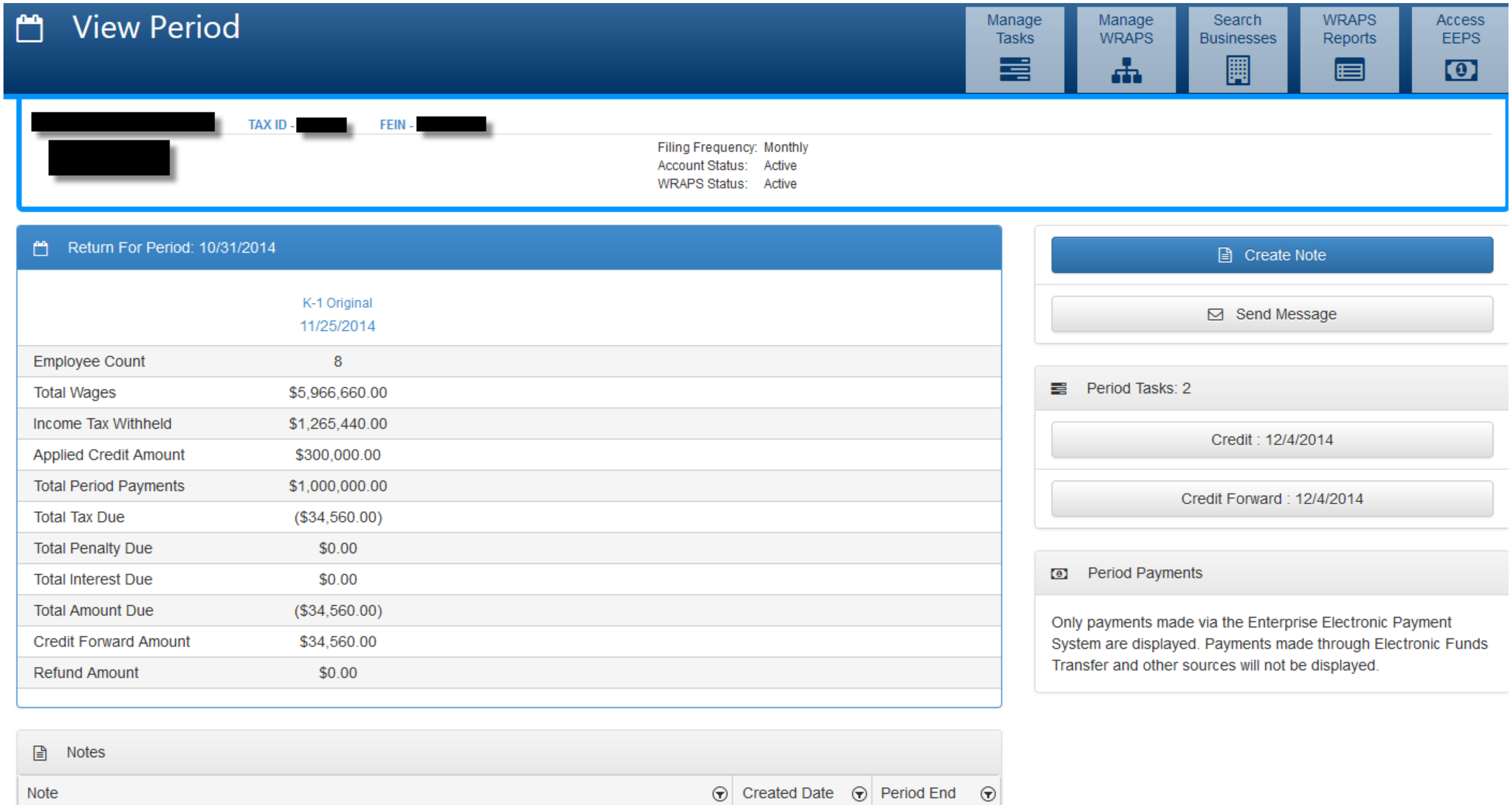
7

Period View

Accessing a Period View in WRAPS

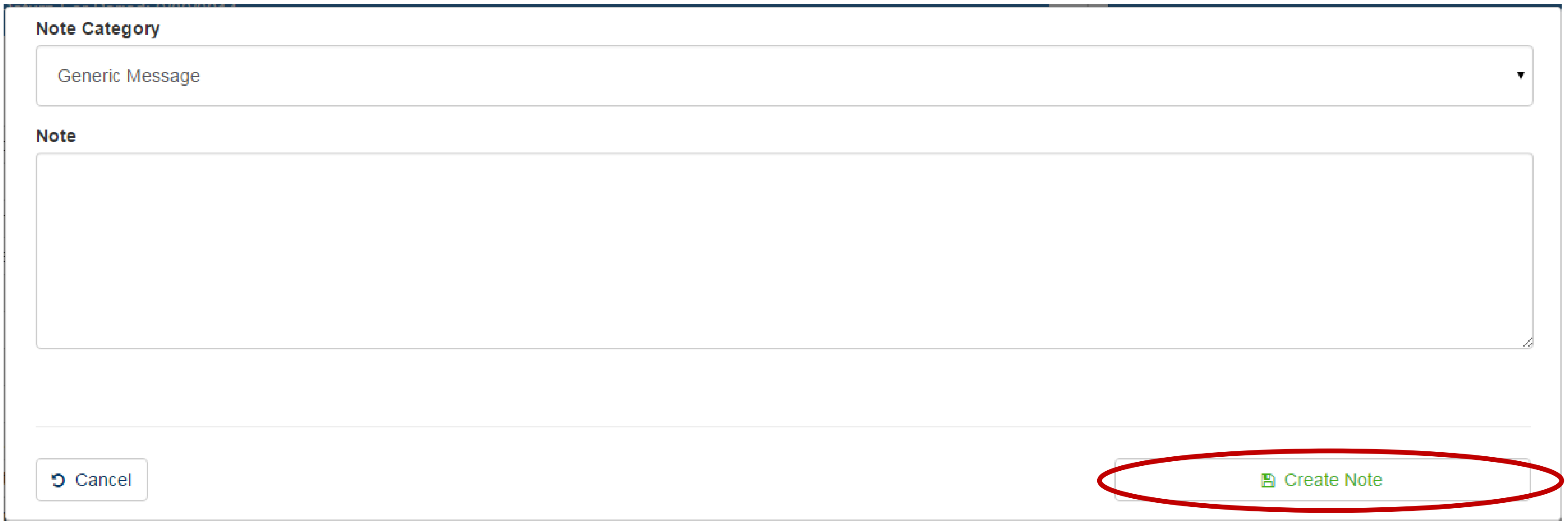
To access a period page in the WRAPS Intranet system, the user will need to click on any Period End Date link. These links can be found in the Task tabs and on the Business View.

The Period View allows the user to do the following: view and work pending tasks for the Period, the option to create a custom note, send a message/email to the users associated with the Business, view all returns (original and amendments) that were filed for the period online and view all notes for the period. The user will also be able to view any payments made for the business using the Enterprise Electronic Payment System (EEPS).



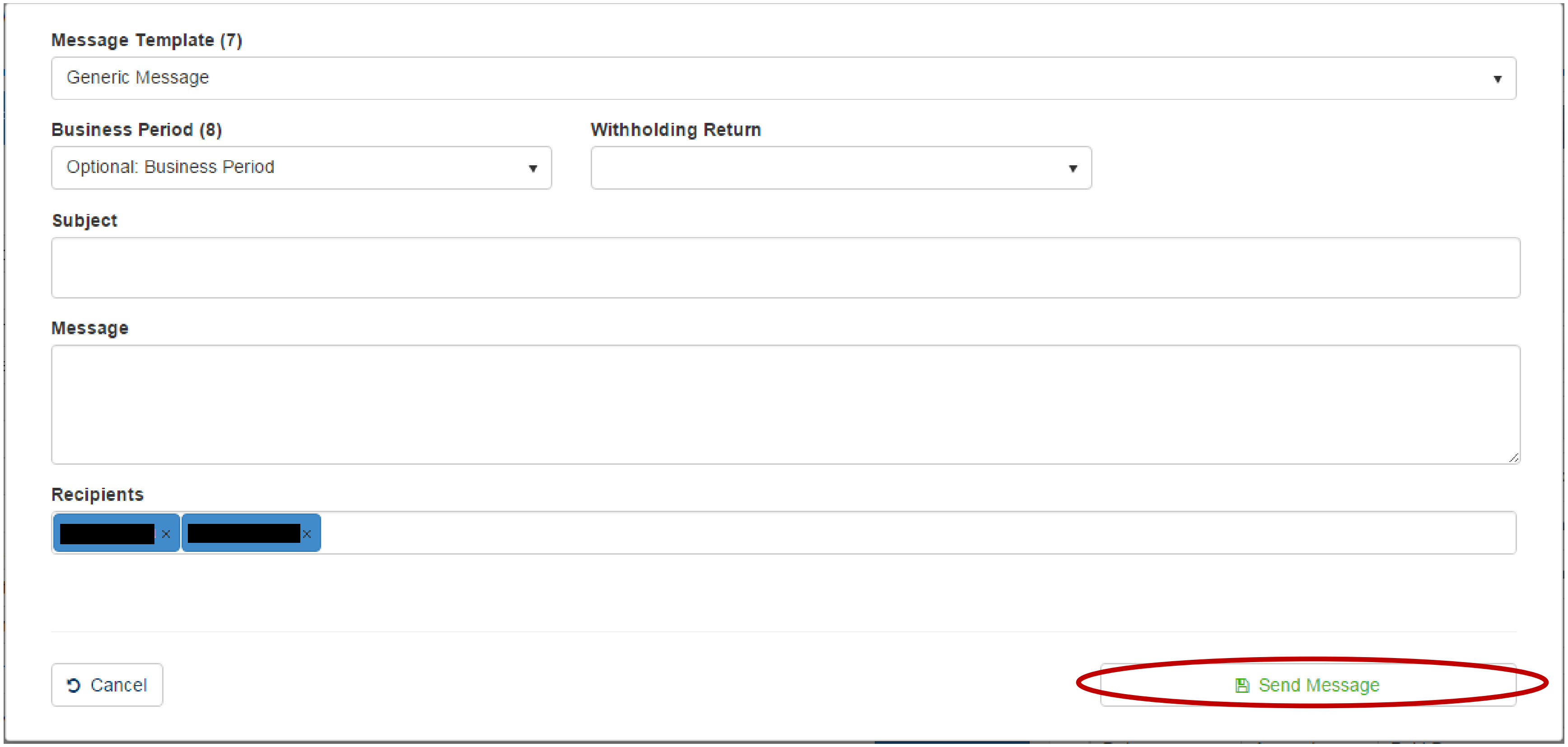
Create Note

The user has an option to add a custom note by clicking "Create Note" on the Period View page.



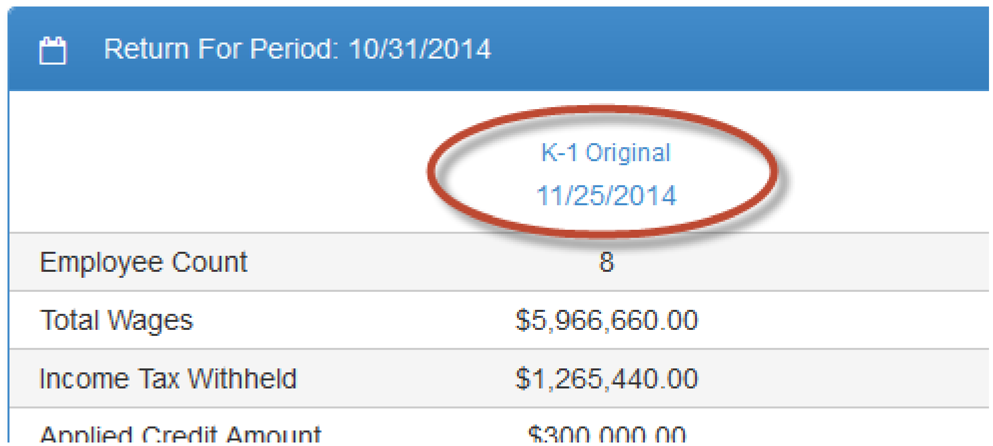
Send Message

To send a message to users associated with the account, the user will need to click “Send Message” from the Period View page.


Message Template (7)
Generic Message
Business Period (8)
Optional: Business Period
Withholding Return
Subject
Message
Recipients
[redacted] × [redacted] ×
Cancel
Send Message

View Return

To view a filed return, the user will need to access the Period View for the Business and click on the return link in the summary grid.



The user will then be able to see the full return as well as have the option to download the filed return as well as view the Business profile and Period Payments.

Period Ending 10/31/2014

Employees for the period	8
Total wages paid	$5,966,660.00
Income tax withheld	$1,265,440.00
Apply credit amount	$300,000.00
Apply credit from period	08/10/2014
Apply credit comments	use credit
Tax payments made prior to today for this period	$1,000,000.00
Total tax due	($34,560.00)
Total penalty	$0.00
Total interest	$0.00

Download K-1 Original

Business Profile

[redacted]

[redacted]

Tax Number	[redacted]
FEIN	
Filing Frequency	Monthly
Account Status	Active
WRAPS Status	Active

Period Payments

Only payments made via the Enterprise Electronic Payment System are displayed. Payments made through Electronic Funds Transfer and other sources will not be displayed.